

TASK ORDER REQUEST (TOR)

GSC-QF0B-14-32878

Defense Cyber Investigative Training Academy (DCITA) Training and Modernization Support

in support of:

***Department of Defense (DOD)
Cyber Crime Center (DC3)***

Issued to:

**all contractors under the Alliant
Governmentwide Acquisition Contract**

Issued by:

**The Federal Systems Integration and Management Center (FEDSIM)
1800 F Street, NW
Suite 3100 (QF0B)
Washington, D.C. 20405**

December 16, 2014

FEDSIM Project Number DE00697

SECTION B – SUPPLIES OR SERVICES AND PRICES/COSTS

NOTE: The Section numbers in this Task Order (TO) correspond to the Section numbers in the Alliant Contract.

B.1 GENERAL

The work shall be performed in accordance with all Sections of this TO and the contractor's Basic Contract, under which the resulting TO will be placed. An acronym listing to support this Task Order Request (TOR) is included in Section J, Attachment O.

B.5 CONTRACT ACCESS FEE

The General Services Administration's (GSA) operating costs associated with the management and administration of this contract are recovered through a Contract Access Fee (CAF). The amount of the CAF is $\frac{3}{4}$ % (i.e., (.0075)) of the total price/cost of contractor performance. This TO shall have a separate Contract Line Item Number (CLIN) to cover this access fee, and this CAF shall be obligated at TO award.

B.6 ORDER TYPES

The contractor shall perform the effort required by this TO on a Cost-Plus-Award-Fee (CPAF) basis for CLINs 0001, 1001, 2001, 3001, and 4001; Not-to-Exceed (NTE) basis for CLINs, 0002, 0003, 0004, 0005, 1002, 1003, 1004, 1005, 2002, 2003, 2004, 2005, 3002, 3003, 3004, 3005, 4002, 4003, 4004, and 4005.

B.7 ORDER PRICING (ALL ORDER TYPES)

Long distance travel is defined as travel over 50 miles from, Linthicum, MD. Local travel will not be reimbursed.

The following abbreviations are used in this price schedule:

CLIN	Contract Line Item Number
CPAF	Cost-Plus-Award-Fee
NTE	Not-to-Exceed
ODC	Other Direct Cost

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B.7.3.1 BASE PERIOD:

CLIN	Description	Estimated Cost	Award Fee	Total Cost Plus Award Fee
0001	Task 1 – Program Mgmt. Task 2 – Schoolhouse Support Task 3 – Courseware Support Task 4- IT Support	\$	\$	\$

COST REIMBURSEMENT TRAVEL, TOOLS, and ODCs CLINs

CLIN	Description		Total Ceiling Price
0002	Long Distance Travel Including Indirect Handling Rate _____%	NTE	\$215,000.00
0003	Tools Including Indirect Handling Rate _____%	NTE	\$1,700,000.00
0004	ODCs Including Indirect Handling Rate _____%	NTE	\$470,000.00

CONTRACT ACCESS FEE

CLIN	Description		Total Ceiling Price
0005	Contract Access Fee	NTE	\$

TOTAL CEILING BASE PERIOD CLINs: \$_____

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B.7.3.2 FIRST OPTION PERIOD:

CLIN	Description	Estimated Cost	Award Fee	Total Cost Plus Award Fee
1001	Task 1 – Program Mgmt. Task 2 – Schoolhouse Support Task 3 – Courseware Support Task 4- IT Support	\$	\$	\$

COST REIMBURSEMENT, TRAVEL, TOOLS, and ODCs CLINs

CLIN	Description		Total Ceiling Price
1002	Long Distance Travel Including Indirect Handling Rate _____%	NTE	\$215,000.00
1003	Tools Including Indirect Handling Rate _____%	NTE	\$1,700,000.00
1004	ODCs Including Indirect Handling Rate _____%	NTE	\$470,000.00

CONTRACT ACCESS FEE

CLIN	Description		Total Ceiling Price
1005	Contract Access Fee	NTE	\$

TOTAL CEILING FIRST OPTION PERIOD CLINs: \$ _____

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B.7.3.3 SECOND OPTION PERIOD:

CLIN	Description	Estimated Cost	Award Fee	Total Cost Plus Award Fee
2001	Task 1 – Program Mgmt.			
	Task 2 – Schoolhouse Support			
	Task 3 – Courseware Support			
	Task 4- IT Support	\$	\$	\$

COST REIMBURSEMENT TRAVEL, TOOLS, and ODCs CLINs

CLIN	Description		Total Ceiling Price
2002	Long Distance Travel Including Indirect Handling Rate _____%	NTE	\$215,000.00
2003	Tools Including Indirect Handling Rate _____%	NTE	\$1,700,000.00
2004	ODCs Including Indirect Handling Rate _____%	NTE	\$470,000.00

CONTRACT ACCESS FEE

CLIN	Description		Total Ceiling Price
2005	Contract Access Fee	NTE	\$

TOTAL CEILING SECOND OPTION PERIOD CLINs: \$ _____

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B.7.3.4 THIRD OPTION PERIOD:

CLIN	Description	Estimated Cost	Award Fee	Total Cost Plus Award Fee
3001	Task 1 – Program Mgmt. Task 2 – Schoolhouse Support Task 3 – Courseware Support Task 4- IT Support	\$	\$	\$

COST REIMBURSEMENT TRAVEL, TOOLS, and ODCs CLINs

CLIN	Description		Total Ceiling Price
3002	Long Distance Travel Including Indirect Handling Rate _____%	NTE	\$215,000.00
3003	Tools Including Indirect Handling Rate _____%	NTE	\$1,700,000.00
3004	ODCs Including Indirect Handling Rate _____%	NTE	\$470,000.00

CONTRACT ACCESS FEE

CLIN	Description		Total Ceiling Price
3005	Contract Access Fee	NTE	\$

TOTAL CEILING THIRD OPTION PERIOD CLINs: \$ _____

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B.7.3.5 FOURTH OPTION PERIOD:

CLIN	Description	Estimated Cost	Award Fee	Total Cost Plus Award Fee
4001	Task 1 – Program Mgmt. Task 2 – Schoolhouse Support Task 3 – Courseware Support Task 4- IT Support	\$	\$	\$

COST REIMBURSEMENT, TRAVEL, TOOLS, and ODCs CLINs

CLIN	Description		Total Ceiling Price
4002	Long Distance Travel Including Indirect Handling Rate _____%	NTE	\$215,000.00
4003	Tools Including Indirect Handling Rate _____%	NTE	\$1,700,000.00
4004	ODCs Including Indirect Handling Rate _____%	NTE	\$470,000.00

CONTRACT ACCESS FEE

CLIN	Description		Total Ceiling Price
4005	Contract Access Fee	NTE	\$

TOTAL CEILING FOURTH OPTION PERIOD CLINs: \$ _____

GRAND TOTAL CEILING ALL CLINs: \$ _____

B.12 SECTION B TABLES

B.12.1 INDIRECT/MATERIAL HANDLING RATE

Long Distance Travel, Tools, and ODC costs incurred may be burdened with the contractor's indirect/material handling rate in accordance with the Contractor's disclosed practices.

- If no indirect/material handling rate is allowable in accordance with the Contractor's disclosed practices, no indirect/material handling rate shall be applied to or reimbursed on these costs.
- If no rate is specified in the basic contract, no indirect rate shall be applied to or reimbursed on these costs.
- If no rate is specified in the schedule of prices above, no indirect rate shall be applied to or reimbursed on these costs.

The indirect handling rate over the term of the task order shall not exceed the rate specified in the schedule of prices above.

B.12.2 DIRECT LABOR RATES

Labor categories proposed shall be mapped to existing Alliant labor categories.

B.13 INCREMENTAL FUNDING

B.13.1 INCREMENTAL FUNDING LIMITATION OF GOVERNMENT'S OBLIGATION

Incremental funding in the amount of \$XXX,XXX,XXX for CLINs __*__ through __*__ is currently allotted and available for payment by the Government. Additional incremental funding for these CLINs will be allotted and available for payment by the Government as the funds become available. The estimated period of performance covered by the allotments for the mandatory CLINs is from award through XXX-XXXX. The TO will be modified to add funds incrementally up to the maximum of \$***,***,*** over the performance period of this TO. These allotments constitute the estimated cost for the purpose of Federal Acquisition Regulation (FAR) Clause 52.232-22, Limitation of Funds, which applies to this TO on a CLIN-by-CLIN basis.

Incremental Funding Chart for CPAF

See Section J, Attachment G - Incremental Funding Chart (Excel Spreadsheet).

B.14 AWARD FEE PLANNED VALUE/RESULTS REPORTING TABLE

The Award Fee Determination Plan (AFDP) establishes award fee. See Section J, Attachment H – Award Fee Determination Plan (Word document).

C.1 BACKGROUND

In 1998 the Department of Defense (DoD) Cyber Crime Center (DC3) was established as the parent agency of the Defense Computer Investigations Training Program (DCITP). The original mission of the DCITP was to provide computer investigation training to individuals, and DoD elements that must ensure Defense information systems are secure from unauthorized use, counterintelligence, and criminal and fraudulent activities.

In 2001, the Deputy Secretary of Defense expanded DCITP's mission to include system administrators or any other DoD member who helps ensure Defense information systems are secure from unauthorized use. On October 1, 2006, the DCITP's name was changed to the Defense Cyber Investigations Training Academy (DCITA).

In 2010, DoD Directive 5505.13E solidified DCITA's areas of responsibility to include providing training to persons responsible for the exploitation of digital media for intelligence and counterintelligence objectives and established the United States Air Force as the Executive Agency for DC3/DCITA.

Today, DCITA has a comprehensive cyber curriculum, comprising more than 25 courses and provides cyber investigation training to DoD personnel tasked with ensuring information systems are secure from unauthorized use, counterintelligence, criminal and fraudulent activities and foreign intelligence service exploitation. In the future DCITA may expand training offerings to include establishing and delivering training at an alternative location.

C.1.1 PURPOSE

The purpose of this task order is to acquire contractor support for DCITA operations, curriculum development, curriculum delivery, courseware and training support, and the administration and maintenance of DCITA information technology resources.

C.1.2 AGENCY MISSION

DCITA's mission is to provide the highest quality cyber investigative training to individuals and DoD elements whose responsibilities include ensuring Department of Defense information systems are secure from unauthorized use, counterintelligence, and criminal and fraudulent activities.

To accomplish this mission, DCITA:

- Develops state-of-the-art cyber investigation training courses and materials
- Trains DoD personnel in technology, cyber search and seizure, cyber intrusions, and forensic digital media and multimedia analysis to support criminal, fraud, and counterintelligence investigations
- Provides cyber investigative training to Federal Law Enforcement entities, on a space available and cost reimbursable basis.

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- Provides in residence, distance education and exportable courses in all appropriate media formats worldwide via internet resources.
- Conducts electronic data processing, cyber investigative and forensic technology research, professional learning forums
- Trains Cyber Security and Information Operations personnel responsible for defending the Department of Defense's Information Network (DODIN).

C.2 SCOPE

The scope of this Task Order encompasses all activities necessary to develop, enhance, and implement cyber investigation training to individuals and DoD elements whose duties include ensuring Department of Defense information systems are secure from unauthorized use, counterintelligence, and criminal and fraudulent activities. The contractor will perform the work described in this requirement primarily at DCITA's primary location in Linthicum, MD. The contractor may be required to travel to Continental United States (CONUS) locations, e.g. in support of DCITA's Mobile Training requirement.

C.3 CURRENT DCITA OPERATIONAL ENVIRONMENT

DCITA COURSE CURRICULUM

The courses and curriculum described below should not be considered as an end or perfected state for DCITA. This information is provided to demonstrate the learning domains, content areas and course durations for DCITA's extant courses. DCITA's course curriculum currently consists of 28 courses within the primary cyber domains of (Technology, Computer Incident Response, Computer Forensics, Network Intrusions, Malware Analysis, Cyber Counter Intelligence). DCITA's current course offerings are located in Section J, Attachment K.

Currently DCITA has 5 focus domains (Technology, Responders, Forensics, Network Investigations, Cyber Counterintelligence), which are used both internally for the various instructor groups and externally as focus areas for our customer base. DCITA internally is moving to a comprehensive curriculum that is not broken down into the various subject domains. The instructors will be one group which will provide flexibility and agility in providing instruction based on the various teaching requirements. Externally the domains will stay in place in order to help students know which courses fit into which domain.

For each course being offered, DCITA maintains course design documents, curriculums, lesson plans, class materials, equipment for practical class work, tests (pre-tests, class practical tests, and written tests), course evaluation materials and student surveys. DCITA owns and retains all rights to all course materials developed under the performance of this task order.

Details related to the DCITA environment are provided in the following attachments:

- Section J, Attachment L provides detailed course descriptions for each of the courses currently being offered and courses previously offered.
- Section J, Attachment M, provides a copy of DCITA Course Quota form distributed to DCITA customers. The course Quota form provides high level descriptions for all courses currently being offered, or planned for the coming fiscal year (FY) at the

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schoolhouse. DCITA requests customer organizations complete the Course Quota form to support definition of annual training requirements.

- Section J, Attachment N provides the DCITA in residence and online class schedule for FY-14.
- Section J, Attachment J provides an inventory of equipment currently available within DCITA
- Section J, Attachment Q provides a sample DCITA Course Design Document (Introduction to Networks and Computer Hardware (INCH))
- Section J, Attachment R provides a sample DCITA Instructor Guide (INCH)
- Section J, Attachment S provides a sample DCITA Student Guide (INCH)

C.3.1 CURRICULUM DEVELOPMENT AND DELIVERY

All DCITA courses are designed, developed, delivered, and evaluated with strict adherence to the Instructional Systems Design (ISD) methods and practices. All course development and implementation shall be performed in accordance with the ISD process.

Contractor support is responsible for ensuring all courses are maintained in accordance with the requirements of the course design documents, student needs, and government requirements.

Additionally, the contractor is responsible for all phases of DCITA's curriculum; including ensuring the efficacy, relevance, quality, and cohesion of all of DCITA's training, content, courses, delivery methods and curriculum.

DCITA courses include written and practical tests that are graded with an established norm for passing. DCITA training is delivered at DC3 headquarters, online, or at the customer's site. DCITA is expanding its capability to deliver more computer-based training, web based training, mobile training teams (MTT), distance learning, and self- directed study training.

Authority: (Air Force Handbook (AFH) 36-2235) (Section J, Attachment T)

C.3.2 DCITA LEARNING SUPPORT SYSTEM (DLSS)

DCITA designed, built, operates, maintains, and improves a state of the art comprehensive and specialized, integrated learning support system that provides secure web services, distance education services, student registration services, and public web services. This system is called the DCITA Learning Support System (DLSS). The DLSS is an enterprise – level, web – based software application that provides planning, delivery, and management of all learning and training offered by DCITA. The DLSS serves as the single point of access for all training activities for DCITA's students, staff, and government representatives.

DLSS is and will continue to be hosted at a Terremark facility in Culpepper, Virginia. The DLSS is a complex system comprised of over 20, highly integrated software components. The primary software components, forming the foundation of the system are Liferay and Plateau. The exact technical specifications are available via (Section J, Attachment U). The purpose of

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DLSS is to expand course availability beyond in-residence offerings, reduce student travel costs, reduce course development/re-development costs, increasing student engagement, improving access to DCITA's instructors, Subject Matter Experts (SME), and government leadership, facility course registrations, increasing awareness of DCITA's curriculum and improving student services. DCITA is expanding its capability to deliver more computer-based training, web based training, mobile training teams (MTT), distance learning, and self- directed study training.

C.4 PERFORMANCE OBJECTIVE

The objective of this TO is to provide DCITA with contractor support aimed at developing, maintaining, and delivering the highest quality cyber investigative training efficiently and effectively with ensuring all aspects of DCITA's operations are supported.

C.5 TASKS

This TO will include support for the following tasks:

Task 1 - Program Management Support

Task 2 - DCITA Schoolhouse Operations Support

Task 3 - DCITA Courseware Support

Task 4 - DCITA Information Technology Support

C.5.1 TASK 1 – PROGRAM MANAGEMENT SUPPORT

The contractor shall provide program management support for the term of this TO. This includes the management and oversight of all contract personnel, contract personnel activities (including sub-contractors) and any other personnel the contractor uses to satisfy the requirements set forth in this Performance Work Statement (PWS). The contractor shall organize and provide a team of well qualified personnel in all functional disciplines to fully support all requirements of this PWS for the life of the contract. The contractor shall use sound management practices, techniques, and methods in fulfillment of this TO. The contractor shall designate a DCITA Program Manager (PM) by name that shall be located at DCITA in Linthicum, MD. The PM shall provide daily management, direction, administration, quality control and leadership in the execution of this TO.

The PM is responsible for providing complete program, financial and technical support for the duration and satisfaction of this TO. The PM is responsible for providing complete personnel management support, for all contractor provided personnel, for the duration and satisfaction of this TO. The contractor shall, to the fullest extent possible, use Project Management Institute (PMI) principles, best practices, and methods to administer this TO.

The PM is responsible for producing, maintaining, and making available to the Government an organizational chart. The organizational chart shall show all current employees, their job title, responsibilities, contact information and physical location where they perform work on this contract. The organizational chart shall specifically identify Key Personnel and shall be submitted with the Project Management Plan (Section C.5.1.2).

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C.5.1.1 SUBTASK 1 - COORDINATE A PROGRAM KICK-OFF MEETING

The contractor shall schedule, coordinate, and host a program kick-off meeting at the location designated and / or approved by the Government (Section F, Deliverable 02). The meeting will provide an introduction between the contractor personnel and Government personnel involved with this TO. The meeting will provide the opportunity to discuss technical, management, personnel, security issues, travel authorizations / procedures, and reporting processes/procedures. The attendees shall include all Key Personnel identified in this TO, relevant Government personnel including the FEDSIM CO and FEDSIM COR.

C.5.1.2 SUBTASK 2 - PREPARE A PROJECT MANAGEMENT PLAN (PMP)

The contractor shall develop and deliver PMP for deliverables and activities described in this TO, unless specifically exempted by the Government (Section F, Deliverables 03 and 04).

The PMP shall document all support requirements:

1. Describe the proposed management approach
2. Contain detailed Standard Operating Procedures (SOPs) for identified tasks
3. Include milestones, tasks and subtasks required
4. Provide / make available the overall Work Breakdown Structure (WBS) and associated responsibilities
5. The project's Quality Control Plan (QCP) (Section C.5.1.4)
6. Organizational Chart

C.5.1.3 SUBTASK 3 - UPDATE THE PROJECT MANAGEMENT PLAN (PMP)

The PMP is an evolutionary document that shall be updated annually at a minimum (Section F, Deliverable 05). The contractor shall work from the latest Government-approved version of the PMP.

C.5.1.4 SUBTASK 4 – QUALITY CONTROL PLAN (QCP)

The QCP shall detail how the contractor plans to develop and maintain a quality control program to ensure the quality, efficacy and effectiveness of instructional materials, instructional delivery and other deliverables as set forth in this TO and shall be submitted within the PMP (Section C.5.1.2).

The QCP shall include:

1. A description of the inspection and monitoring systems used to cover all performance areas set forth in this task order.
 - a. Specific Areas Inspected
 - b. Schedule / Frequency of Inspection
 - c. Organizational Placement of Inspectors

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2. A description of the methods the Contractor shall use for identifying, reporting and preventing defects in the quality of performance areas identified in this task order.
3. How the Contractor shall maintain on-site records of all quality control inspections conducted by Contractor personnel. Records shall include the name of the inspector, date of inspection, what was inspected, discrepancies found, corrective actions taken, date actions taken and date Government notified. The Contractor shall keep documentation and make it available to the Government through the Program Information Center (PIC) (Section C.5.4.9~~10~~) throughout the entire period of contract performance and for the period after contract completion until final settlement of all claims in any, under the contract.

C.5.1.4.1 UPDATE QUALITY CONTROL PLAN (QCP)

The contractor shall update the QCP submitted with their proposal and provide a final QCP within the PMP as required within Section C.5.1.2. The contractor shall periodically update the QCP, as required in Section F, Deliverable 06, as changes in program processes are identified.

C.5.1.5 SUBTASK 5 - PREPARE MONTHLY STATUS REPORTS (MSR)

The contractor is responsible for developing and providing a MSR by the tenth ~~calendar~~ ~~working~~ day of each month (Section F, Deliverable 07). The MSR shall be delivered via e-mail or other means/method acceptable to the Government. The MSR shall be provided to the DCITA Technical Point of Contract (TPOC), COR, DCITA Deputy Director, and DCITA Director. At a minimum the MSR shall include the following:

1. All activities which took place within the reporting period; identified by task in relation to the tasks set forth in this TO. Included shall be on-going / recurring activities, new projects / activities, project status reports and projects completed.
2. Any problems, issues, concerns or incidents that have occurred and the corrective actions taken or required.
3. Personnel gains, losses, and status
4. Hardware related issues, problems, outages, and repairs (Section C.5.4.7)
5. Maintenance Report (Section C.5.1.9)
6. Emerging Threats and Technologies Report (Section C.5.3.3)
7. Government actions required
8. Summary of trips taken, conferences attended, etc. (Trip Reports shall be included with the MSR as attachments, for the reporting period of the report). (Section C.5.1.9)
9. Invoiced and accumulated costs for each Task and CLIN through the reporting period of the MSR. For costs incurred, the report shall include the name of the employee, their position, the tasks performed and hours associated with that task (for example, CIRC Course Development 40 hours). Any overtime worked and/or invoiced for the reporting period shall be highlighted and the task(s) associated with the overtime specifically identified.
10. Projected costs for each CLIN for the next reporting period.

C.5.1.6 SUBTASK 6 - CONVENE OPERATIONAL STATUS MEETINGS

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The PM shall convene Operational Status Meetings with the TPOC, COR, and Government stakeholders as needed but at least once per month (Section F, Deliverable 08). The purpose of this meeting is to ensure all stakeholders are informed of the monthly activities reported in the MSR, provide opportunities to identify other activities, establish priorities, coordinate problem resolutions, and discuss strategic objectives. The contractor shall provide minutes of these meetings, including attendance, issues discussed, decisions made, and action items assigned. These meeting minutes shall be provided to the CO, COR, TPOC, DCITA Director and DCITA Deputy Director within five (5) work days of the meeting (Section F, Deliverable 09).

C.5.1.7 SUBTASK 7 - RISK MANAGEMENT

The contractor shall develop, implement, and maintain a comprehensive risk management plan (Section F, Deliverable 10), as part of the overall Program Management Plan, for all tasks executed under this TO. Risk Management shall include the identification of risks, the assessment of risks and their impacts, prioritization, mitigation and control plans, tracking, monitoring, and reporting. Risk processes shall also include development of recovery plans in the event risks are realized. The contractor shall notify the Government of all identified risk(s) that could impact overall performance, DLSS, Course Delivery or other key program milestones and activities. The risk management plan shall be integrated into the various projects / project plans and development activities undertaken in support of this TO.

Supply Chain Risk Management

The contractor shall develop a Supply Chain Risk Management (SCRM) plan (Section F, Deliverable 11) as part of the comprehensive risk management plan. The SCRM plan shall implement at a minimum the elements of control SA-12 of National Institute of Standards and Technology (NIST) Special Publication 800-53 (<http://nvlpubs.nist.gov/nistpubs/SpecialPublications/NIST.SP.800-53r4.pdf>). Critical elements of the DLSS, as defined by the Criticality Analysis results, should be judged for their Security Category (SC) in accordance with Federal Information Processing Standards Publication (FIPS) 199 (<http://csrc.nist.gov/publications/fips/fips199/FIPS-PUB-199-final.pdf>). Those elements deemed HIGH shall form the basis for the SCRM plan, but the plan should also encompass any element that is at risk of supply chain problems.

C.5.1.8 SUBTASK 8 - ASSET MANAGEMENT SERVICES

The contractor shall provide all aspects of acquisition and management of DCITA (government) assets (property/asset management, asset cataloging/identification, asset transfer/allocation/maintenance, facilities management, computers/automation management) utilizing the current WASP fixed asset tracking software system provided by DCITA.

The contractor is responsible for all asset acquisition and management services from initial sourcing (supply chain management) phase through customer delivery (e.g. procurement, sourcing management, inventory management, catalog management, ordering/purchasing, invoice tracking, inventory management and control, returns management and logistics/transportation).

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See Section J, Attachment J for a list of current assets maintained by DCITA.

C.5.1.8.1 REMANENCE SECURITY

The contractor shall work with DC3's logistics personnel to ensure that data from any DCITA system is properly sanitized from all obsolete storage devices and mediums In accordance with (IAW) Air Force Manual (AFMAN) 33-282, (http://static.e-publishing.af.mil/production/1/saf_cio_a6/publication/afman33-282/afman33-282.pdf) before the storage devices and mediums are removed from DCITA's facilities.

C.5.1.9 SUBTASK 9 - PREPARE TRIP REPORTS

The Government will identify the need for a Trip Report when the request for travel is submitted and shall be documented within the MSR per Section C.5.1.5. The contractor shall keep a summary of all long-distance travel including, but not limited to, the name of the employee, location of travel, duration of trip, and point of contact (POC) at travel location (Section F, Deliverable 12).

C.5.1.10 SUBTASK 10 - TRANSITION-IN

The contractor shall ensure that there will be minimum service disruption to vital Government business and no service degradation during and after transition. All transition activities will be completed 30 calendar days after the start date of the order. The contractor shall propose a draft Transition-In Plan (Section F, Deliverable 13) within five workdays of award.

C.5.1.10.1 IMPLEMENT TRANSITION-IN PLAN

The contractor shall implement its Transition-In Plan immediately following award

C.5.1.11 SUBTASK 11 - TRANSITION-OUT

The Transition-Out Plan shall facilitate the accomplishment of a seamless transition from the incumbent to an incoming contractor/Government personnel at the expiration of the TO. The contractor shall provide a Transition-Out Plan NLT 90 calendar days prior to expiration of the TO (Section F, Deliverable 14). The contractor shall identify how it will coordinate with the incoming contractor and/or Government personnel to transfer knowledge regarding the following:

- a. Project management processes
- b. Points of contact
- c. Location of technical and project management documentation
- d. Status of ongoing technical initiatives
- e. Appropriate contractor-to-contractor coordination to ensure a seamless transition.
- f. Transition of Key Personnel
- g. Schedules and milestones
- h. Actions required of the Government.

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The contractor shall also establish and maintain effective communication with the incoming contractor/Government personnel for the period of the transition via weekly status meetings.

C.5.1.11.1 IMPLEMENT TRANSITION-OUT PLAN

The contractor shall implement its Transition-Out Plan no later than (NLT) 60 calendar days prior to expiration of the TO.

C.5.1.12 SUBTASK 12 – IN-PROGRESS REVIEW (IPR)

The contractor shall convene a quarterly IPR with the DCITA Directory and Deputy Director, the FEDSIM CO and CS, FEDSIM COR, and other key Government stakeholders at a mutually agreeable time and place. The purpose of this meeting is to: ensure all stakeholders are informed of the TOs' status, provide opportunities for identification of activities, establish priorities, and coordinate resolution of identified problems. IPRs shall be held quarterly with the exception of the last IPR during an exercised Period of Performance (PoP). The last IPR will be held 20 days prior to the end of the exercised PoP.

The contractor shall prepare and deliver an agenda (See Section F, Deliverable 15) which addresses the following topics:

- Agenda/Task Review and Schedule/Action Items Past and Future.
- Activities during reporting period, by task (Include: On-going activities, new activities, activities completed; progress to date on all above mentioned activities). Start each section with a brief description of the task.
- Schedule (shows major tasks, milestones, and deliverables; planned and actual start and completion dates for each).
- Previous quarter's activities by task.
- Planned activities for the next quarter by task.
- List new problems and outstanding problems and corrective actions take / mediation
- Actions required by DCITA or FEDSIM, and
- Summary

C.5.2 TASK 2 - DCITA SCHOOLHOUSE OPERATIONS SUPPORT

C.5.2.1 SUBTASK 1 - REGISTRAR OFFICE SUPPORT

The contractor shall be responsible for providing a full scope of student registration services to include student records management, registrations, withdraws, questions, information requests. The Registrar is the primary point of contact for student questions, inquires and communication. The contractor shall ensure the student records management functions are performed in full compliance with DoD and Air Force requirements.

Within the Registrar's Office the contractor shall be responsible for producing ad hoc, weekly, monthly and quarterly statistical reports on DCITA student attendance, tracking student trending,

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specific course demands, course cancellations, student organization and other data within the PIC (Section C.5.4.940) as requested by the Government.

C.5.2.2 SUBTASK 2 - DCITA TESTING CENTER SUPPORT

DCITA maintains a Pearson Vue Testing Center in Linthicum, MD. The contractor shall be responsible for maintaining and supporting all aspects of the testing center to include registering, administering, monitoring and reporting all exams taken at the DCITA Pearson Vue Testing Center.

C.5.2.3 SUBTASK 3 - ADMINISTRATIVE DOCUMENT SUPPORT

The contractor shall assist in the development of various administrative documents: All documents developed by the contractor must be approved by the Government before implementation. Common administrative documents include but are not limited to:

- DCITA Manuals and Briefings
- Standard Operating Procedures DCITA Reports
- Mission associated documentation

C.5.2.4 SUBTASK 4 - DCITA CERTIFICATION SUPPORT

The contractor shall perform all tasks necessary to prepare for and maintain DCITA's accreditation. The contractor shall report any potential hazard to DCITA's continued Council on Occupational Education (COE) accreditation status.

- Council on Occupational Education (COE)
DCITA is accredited by the Council on Occupational Education (COE) and was recertified in 2013. The contractor shall maintain the current COE *Self Study* keeping it current, relevant and consistent with COE's requirements. The contractor shall perform all tasks necessary to prepare for and maintain DCITA's COE accreditation. The contractor shall report any potential hazard to DCITA's continued COE accreditation status.
- American Council on Education (ACE)
Several of DCITA's current course offerings have been vetted by ACE and recommended for lower and upper division college credit. It is anticipated that during the execution of this requirement several ACE "accredited" courses will require review and "re-accreditation" from ACE. The Contractor shall perform all tasks necessary to recertify DCITA ACE accredited courses.
- Commercial Certifications
The DCITA curriculum framework is designed to provide requisite training to DCITA's students that meet their terminal learning objectives (e.g. Computer Forensic Examiner / Digital Media Collector) while aligning to the National Initiative for Cyber Security Education (NICE) and (when applicable and practical) aligning to various commercial certifications (e.g. Network + / GIAC / EnCE / CISSP / A+).

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The contractor is responsible for ensuring all existing certification alignments are maintained as well as for aligning new courses to additional commercial certifications as applicable within the comprehensive DCITA curriculum framework. The contractor shall ensure all courses and instructional materials aligned to commercial certifications are kept current with the certification requirements and standards.

- Expanding Curriculum Accreditations

The contractor shall develop a strategic plan of action to expand the scope of DCITA's course validations into higher education accreditations (Middle States Commission on Higher Education (MSCHE)). (Section F, Deliverable 16). The goal is to increase acceptance, validation and integration of DCITA's training into DoD and Air Force.

**C.5.2.5 SUBTASK 5 - DCITA SCHOOLHOUSE STRATEGIC
COMMUNICATION**

DC3 requires strategic communication support to inform and engage the cyber intelligence community about the DCITA schoolhouse training, certifications, and capabilities. The contractor shall develop and implement a strategic communication plan aimed at increasing awareness and student enrollment (Section F, Deliverable 17). The strategic communication plan should address the following:

- Social media
- Research DOD cyber training involvement. Stakeholder involvement within the DOD community (identifying areas where there is need for cyber training) recommend people/areas to speak to (knowledge of the DOD cyber community)
- AF Times for DCITA Schoolhouse advertisement
- Air Force Space Command (24th Air Force)
- Navy fleet
- CoComs MagComsDefense media activity
- Accessing vendor awareness situations in DOD community such as the Pentagon etc.
- Cyber industry associations

C.5.2.6 SUBTASK 6 – DCITA FACILITY SUPPORT

The contractor is responsible for supporting and maintaining DCITA IT infrastructure. The Contractor shall continuously analyze all DCITA facility features and develop recommendations pertaining to DCITA: hardware, lighting, classroom layout, functionality, power/cabling layout and computer workstations and furniture. The contractor shall prepare and maintain facility diagrams of DCITA's training facility; these diagrams shall be kept up to date for the layout of each individual classroom. Facility diagrams shall be updated at a minimum annually and/or whenever facility modifications occur (Section F, Deliverable 31).

Currently, DCITA's classrooms and office facilities are located within separate DC3 leased properties in Linthicum, MD. During the period of performance of this TO it is expected that the Government will relocate DCITA's classrooms and offices into a single building near or adjacent

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to DC3's primary location in Linthicum, MD. Should the Government relocate DCITA's office spaces and classrooms, the contractor shall perform all functions necessary to accomplish moving into a new facility to include:

1. IT Support
2. Logistical Support
3. Facilities Engineering Support

C.5.3 TASK 3 – DCITA COURSEWARE SUPPORT

The contractor must use the Instructional Systems Design (ISD) methodology (AFH 36-2235) for all life-cycle phases of all DCITA training materials.

C.5.3.1 SUBTASK 1 - CURRICULUM MANAGEMENT

The contractor is responsible for supporting the DCITA's Curriculum Management Office (CMO). The CMO is responsible for the design, development and iterative evaluation of all courses, instructional media and training support materials and ensures sound ISD methodology is used for all courses and training materials.

The contractor shall be responsible for ensuring the cohesion, efficacy, relevance, and quality of all DCITA training offerings regardless of course, delivery modality or audience. The contractors shall make certain all training offerings maintain alignment with the requirements of DCITA's curriculum framework, the National Initiative for Cyber Education (NICE) [or its successor], American Council on Education (ACE) recommendations, and commercial certifications as applicable.

C.5.3.2 SUBTASK 2 - TECHNICAL EDITING

The contractor shall provide technical editing for all DCITA courses and curriculum materials ensuring DCITA's training materials, written documents, instructional support materials and all other contractor produced items are technically correct, free from grammar and spelling mistakes, consistent in voice / tone and represent the highest standards of quality.

C.5.3.3 SUBTASK 3 - EMERGING THREATS AND TECHNOLOGIES

The contractor shall be responsible for working with DC3/DCITA's SMEs (e.g. cyber investigative, computer forensics, intrusion detection, IT), customers, allied agencies and industry partners to ensure DCITA's course content is up to date and emergent threats and technologies are identified and included into courses and training materials as necessary and appropriate. The contractor shall provide a report encompassed within the MSR (Section C.5.1.5) describing trending, threats, opportunities and recommendations.

C.5.3.4 SUBTASK 4 - INSTRUCTIONAL DELIVERY AND QUALITY ASSURANCE

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The contractor shall develop an annual developing course calendar (Section F, Deliverable 18) that reflects student demands and training needs, ensuring adequate and appropriate instructional staffing for each course iteration, monitoring and assessing instructional delivery, monitoring and assessing course materials, monitoring and assessing student surveys and working collaboratively with the DCITA Director/Deputy Director to ensure courses are of the highest quality, delivered professionally, and meet the evolving needs of DCITA’s customer base.

C.5.3.5 SUBTASK 5 - SURVEYS AND ASSESSMENTS

The contractor is responsible for all student, supervisor and customer surveys and for tracking student performance through careful monitoring of student assessments, tests, and similar performance measurement devices.

The contractor shall develop and utilize student surveys similar to those described in the Measures of Effective Teaching (MET) project *Learning about Teaching: Initial Findings from the Measures of Effective Teaching Project*. These surveys shall be integrated into the DCITA Learning Support System (DLSS) and made available to the Government on an as needed basis via the PIC (Section C.5.4.~~919~~). The PIC metrics shall provide the Government an *at a glance* synopsis of all instructional delivery, student performance, and student satisfaction as well as details associated with any problem areas identified in the reporting for the last (30) business days.

C.5.3.6 SUBTASK 6 - INSTRUCTIONAL STAFFING AND SCHEDULING

The contractor shall provide and / or make readily available professional and qualified instructors who are subject matter experts (SMEs) in the course material they will teach and proficient in the delivery method used (ie. Distance Education via DLSS). The contractor is responsible for scheduling instructors for course delivery and for ensuring adequate instructional staffing for each course. The staffing requirements for each course are established and set forth in each course’s design document (Section J; Attachment Q).

C.5.3.6.1 MOBILE TRAINING TEAMS

Mobile Training Teams (MTTs) shall travel to various CONUS locations, as required, to provide DCITA courses to customers. The MTTs shall conduct advance trips as necessary to accurately determine the customer has needs and preview the customer’s facilities. The contractor shall make every attempt to deliver DCITA courses in the same manner and content, as the in-residence version. Any modifications to the course material and its presentation must be coordinated with the Government. The Government will provide the contractor a minimum of one month’s notice of need for establishment of a MTT.

C.5.3.7 SUBTASK 7 - ISD ANALYSIS PHASE SUPPORT

The Contractor shall utilize standard and common PMI and business methodologies to conduct the analysis phase for new courses and courses for which major re-developments are contemplated. This analysis/business case shall include:

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1. Need
2. Target Audience
3. Estimated Return on Investment (ROI)
4. Availability of suitable commercial books to be used as principle student guide
5. Level of effort requisite to develop course
6. Impact of course development on other existing projects
7. Major Deliverables Expected
8. Proposed Project Schedule (high level)

Student Guides / Books

The Contractor shall utilize commercially available books, as student guides, for all new and re-developed courses as much as is practical and possible. If it is not possible to use an existing, commercially available book; the Contractor shall inform the Government of this, in writing, *as part of the Course Project Plan*.

Course Project Plan

The analysis phase shall result, at a minimum, in a *Course Project Plan* (Section F, Deliverable 19); which shall be presented to the Government for review and approval. The Course Project Plan, , shall provide the basis for initiating work on a course and for determining project performance, schedule compliance, scope compliance and costs containment.

Formal acceptance and approval by the Government of the Course Project Plan is required before any additional work (beyond that required to create the Course Project Plan) is done on the identified course or training material.

C.5.3.8 SUBTASK 8 - ISD COURSE DESIGN PHASE SUPPORT

After receiving formal approval of the Course Project Plan by the Government (Analysis Phase) the Contractor shall, following the Course Project Plan; begin work on the design phase of the course. The deliverable for the design phase is principally the course *Design Document* (Section F, Deliverable 20). The Design Document shall be prepared, following the most current and approved DCITA format.

The course Design Document shall at a minimum:

1. Specify the Scope of the Course
2. Define High-Level Learning Objectives (Course Terminal Learning Objectives)
3. Describe the High Level Course Structure
4. Identify Resources Needed to Conduct the Course
5. Describe Alignment to a Commercial Certification (if applicable)
6. Describe how the Course relates to and supports overall DCITA Curriculum (requisite)
7. Provide guidance and methodology for course maintenance and a place to record this activity
8. Describe and define the student evaluation and assessment plan
9. Provide a course outline
10. Serve as the source authority for the course and course requirements

C.5.3.9 SUBTASK 9 - ISD COURSE DEVELOPMENT PHASE SUPPORT

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The contractor is responsible for all activities requisite to the completion of the course development phase. The design document serves as the guide for course development. It is the blue print from which the course will be developed and maintained. Course development encompasses the acquisition and development of all materials necessary to ensure the successful delivery of the course.

The contractor shall conduct all course development work in accordance with the approved Course Project Plan and Design Document. Any changes to the course from the specifications described in the Design Document and Course Project Plan must be made in collaboration with the Government and must be approved by the Government before implementation.

Development Phase Deliverables (Section F, Deliverable 21 through 26)

The Contractor shall prepare and deliver for approval to the Government (at a minimum) the following:

1. Lesson Plans
2. Instructor Guides
3. Student Guides (If Needed)
4. Student Lab Manuals (If Needed)
5. Instructional Media (As Needed)
6. Appropriate Student Assessment Materials

The end product of the development phase is expected to be a fully realized training course complete with all requisite instructional materials, ready for delivery to DCITA's students.

During the Development Phase, the Contractor will provide regular communication on the development progress to include reviews of content, instructional materials and routine meetings with project team members. The purpose of these requirements is to ensure the Government has adequate oversight of the project and can, if necessary, make changes early enough into the process to ensure the delivered item(s) meet the Government's requirements and avoid unnecessary development costs (time/scope/treasure).

Student Guides / Lab Manuals and Instructor Guides

When commercial books can be utilized the Contractor shall develop a *Student Lab Manual* to serve as an adjunct to the commercial book. The lab manual will describe repeatable exercises and other practical instructional materials as necessary.

If during the planning/analysis phase it is determined that it is not possible to utilize a commercially available course book; the Contractor, as part of course development, shall prepare a *Student Guide* for the course, containing all the requisite information a student would need to ensure success in the course.

Regardless of whether a commercial text book is utilized or not; the Contractor shall develop an Instructor Guide for every course. The purpose of the instructor guide is to maintain course delivery integrity and consistency (over multiple iterations and varying instructional staff) and ensure the learning objectives defined in the course design document are met. Instructor Guides

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will vary in length, complexity and detail depending upon the course, the material presented and learning objectives.

C.5.3.10 SUBTASK 10 - ISD COURSE IMPLEMENTATION PHASE SUPPORT

The contractor is responsible for all activities requisite to ensure complete delivery of all training offered by DCITA, in accordance with the course's design document (as applicable), regardless of the manner of delivery.

Upon acceptance and approval by the Government of all course materials requisite for course delivery; the contractor shall schedule the course for delivery and provide sufficient instructors, who are subject matter experts in the course materials to deliver the course in its entirety. The contractor shall provide for the setup and teardown of *in residence* classrooms as necessary. It is common for courses to end on Fridays with new courses starting in the same classroom the following Monday. It is also possible for courses to end in the middle of a week and have a new course start the very next day (ie... course A ends on Tuesday in classroom 1 and course B starts in classroom 1 on Wednesday). The contractor is responsible for ensuring the classroom is prepared for training delivery, prior to the start of the course.

Any variance from the delivery method described in a course's design document must be approved by the Government in advance of course delivery.

C.5.3.11 SUBTASK 11 - ISD EVALUATION PHASE SUPPORT

The evaluation phase is multi-faceted and follows Kirkpatrick's four level evaluation model (Reaction, Learning, Behavior, Results).

Programmatic

The course's design document will specify the frequency of and schedule for regular reviews of the course material, learning objectives, alignment to commercial certification (as applicable) and the course's efficacy within the comprehensive DCITA curriculum framework. The contractor shall evaluate, maintain, recommend changes and modify all DCITA courses as necessary, in accordance with each course's design document and the requirements set forth in this TO. The contractor shall provide the capability to audit and edit all developed courseware for accuracy, completeness, flow, balance, and clarity of understanding. The contractor will work with internal and external SMEs to review existing materials and incorporate new material developed by SMEs into current or new courses. In all cases, course review shall not be less than 1 year for all courseware. If there is a conflict between a course's design document and this task order; the task order is directive.

Post Delivery

Every student attending and completing training at DCITA is required to complete a formal student evaluation. This existing DCITA student evaluation shall be modified by the contractor in collaboration with the Government (Section F, Deliverable 27) per the different courses. Only Government approved student evaluations may be used at DCITA.

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The purpose of these evaluations is to measure the comprehensive quality of the course to include training materials, instructional delivery and relevancy to the student. The contractor shall ensure these evaluations are incorporated into DLSS; are available to the Government on an as needed basis, and are incorporated into monthly reporting of course efficacy. The contractor shall compile a monthly Course Summary report (Section F, Deliverable 28) from the PIC (Section C.5.4.910) for all courses delivered that month, detailing student surveys and performance results for those courses and highlighting any problem areas, concerns or recommendations; summaries or synopses of student surveys are not acceptable. These reports shall be provided to the Government within five working days (WD) of the beginning of each month.

The Contractor shall compile a comprehensive quarterly Student Evaluation report (Section F, Deliverable 29) via the PIC (Section C.5.4.910) tracking student evaluations per course to show any trending. These reports will also include appropriate graphs, pie charts and similar visual information to provide an *at a glance* executive analysis of a student satisfaction and performance for the reporting period. These reports shall include (at a minimum):

1. Student performance scores for each course
2. Student survey results for each course
3. Instructional staff for each course
4. Method of delivery (in residence, online, mobile)
5. Course enrollment for each course
6. Courses cancelled for that quarter

C.5.4 TASK 4 – DCITA INFORMATION TECHNOLOGY SUPPORT

C.5.4.1 SUBTASK 1 - DLSS MANAGEMENT

DCITA utilizes a state of the art comprehensive, specialized integrated DCITA learning support system (DLSS) to provide all secure web services, distance education services, student registration services, public web services, student assessments, surveys, and statistics. The contractor shall provide expertise in the management, operation, continued evolution and maintenance of the DLSS. The contractor shall maintain a public web site, a secure “informal” learning portal accessible via the Internet and an integrated Learning Management System (LMS) used to deliver on-line training, deliver continued professional education materials and as the system of record for all student records.

The contractor shall provide on-line course registration and student records management. The contractor shall adhere to all DoD and Federal system security and data integrity requirements necessary for accreditation and shall include data backup and restoration and continuity of operations capability, unless otherwise directed by the Government in writing.

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The contractor shall provide all content for the DLSS and shall provide content for and keep current the secure informal learning portal. It is expected that informal learning portal content shall be updated daily. This content includes but is not limited to:

1. Blogs
2. White Papers
3. Research Documents
4. Short Training Videos
5. Comments on Instructor and Student Postings

C.5.4.1.1 WEB DEVELOPMENT SUPPORT

The DCITA website (www.dcita.edu) is the public face of DCITA to anyone on the internet. As such this website must exhibit the highest standards for quality, professionalism and usability. The Contractor shall provide expertise in commercial/government website development to include design, graphic arts and technical support.

C.5.4.1.2 DLSS FORUMS SUPPORT

The DLSS is used to host a collaborative, informal but structured learning environment where students and DCITA staff can communicate, share information and explore trends in cyber investigations. The DLSS forums are categorized by subject matter such as Computer Forensics and Network Investigations. Content for the forums comes from DCITA subject matter experts, instructional staff and students. The Contractor is responsible for ensuring all informal content is reviewed, meets applicable guidelines, does not violate classification levels/standards and is free from profanity, offensive or otherwise inappropriate statements.

C.5.4.1.3 DLSS TUTORIALS SUPPORT

The contractor is responsible for developing and posting tutorials to the tutorial section of the DCITA portal. Tutorials are short, targeted informational postings designed to address a single issue. While tutorials can be posted by anyone, including students, it is the Government's expectation that the majority of tutorials will come from the contractor and that all tutorials, regardless of source, shall be vetted by the contractor for accuracy and relevance.

C.5.4.1.4 DLSS AND INFRASTRUCTURE SUPPORT

The DLSS is housed and will remain in a secure data center in Culpepper, Virginia. The contractor is responsible for establishing, replacing and/or modifying DLSS components and will require advance Government in writing. The contractor shall conduct systems administration, security monitoring, information assurance, database development/management, quality assurance, student support, trouble shooting, remediation and project management for the DLSS system. The contractor shall immediately report any security incidents, improprieties, unauthorized activities or unscheduled system downtime to the Government, when discovered.

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All equipment, software and systems used for DLSS must meet DoD standards and continued DoD accreditation of the entire DLSS.

C.5.4.2 SUBTASK 2 - CERTIFICATION & ACCREDITATION

Currently, DCITA has a Global Information Grid (GIG) waiver. The contractor shall produce, document, process and maintain Certification & Accreditation (C&A) packages for the DLSS, IAW DoD 8510.01 *Risk Management Framework (RMF) for DoD Information Technology (IT)*. The Contractor shall identify, develop and document the security process or procedures to meet all DoD 8510.01 requirements.

~~The Contractor shall identify and document the applicability of the cybersecurity controls from~~

The C&A packages shall include supporting documentation for, but not limited to:

1. Security requirements
2. Security requirement Verification & Validation
3. Sensitivity of the data being processed
4. Identification of the system threats and vulnerabilities
5. Project likelihood of attack and exploitation
6. Identification of existing and planned countermeasures

The supporting documents shall be to the level of detail so as to support obtaining appropriate Authority to Test, Connect, or Operate to meet program and integration timelines.

C.5.4.3 SUBTASK 3 - CONFIGURATION MANAGEMENT SUPPORT

The contractor shall develop and implement a Configuration Management (CM) system for all DCITA IT systems. The CM system shall include configuration identification, data management, audits, change control, status accounting, and deficiency reporting. The CM system shall be documented in a Configuration Management Plan (CMP) that includes / addresses the entire lifecycle of the IT system (Section F, Deliverable 30).

C.5.4.4 SUBTASK 4 - IT SYSTEMS SECURITY

The contractor shall perform all tasks necessary to ensure applicable DCITA IT systems are secure and meet all applicable DoD and Air Force policies, directives, memorandum and requirements. The Contractor shall design, develop, engineer and implement solutions that meet established security requirements. The Contractor shall perform regular vulnerability and risk assessments of DCITA's training and development computer/network systems and applications. The contractor shall perform regular and routine vulnerability and risk assessments of the DLSS. The results of these assessments shall be reported to the Government within five (5) days of the completed assessment (Section F, Deliverable 32). The contractor shall report all findings and recommendations in this report.

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The contractor shall configure test beds and conduct testing: record and analyze results. The contractor shall test training and developmental computer/network systems and applications for ease of unregulated entry; systems resources denial; system information corruption; unlawful use of system resources and system vulnerability. The contractor shall perform information protection functions for training networks, development networks and the DLSS. The contractor shall maintain the integrity and privacy of DCITA's DLSS and training information systems; evaluate, implement and configure systems to ensure full compliance with applicable DoD and Air Force regulations, directives, memorandum and requirements listed below.

The contractor shall support the cybersecurity guidance to ensure compliance with:

1. Department of Defense Instructions (DoDI) 8500.01 (Section J, Attachment V)
2. DoDI 8510.01 – Risk Management Framework (RMF) for DoD Information Technology (IT) (Section J, Attachment W)
3. Air Force Instruction (AFI) 33-200 Section J, Attachment X)
4. AFI 33-210 (Section J, Attachment Y)

C.5.4.5 SUBTASK 5 - NETWORK ADMINISTRATION

The Contractor shall install and maintain routers, switches, hubs and necessary cabling comprising the DCITA networks (Section J, Attachment Z). The contractor shall maintain the IP addressing schema for the entire enterprise infrastructure, modify switch, router and hub configurations to ensure optimum network performance and configure Access Control Lists to grant/restrict network access to authorized uses and protocols. The contractor shall provide metrics collection in support of DCITA training and developmental enterprise infrastructure and information flow management. Configure, operate and maintain enterprise training and development network management systems and provide necessary backup of such systems. The contractor shall provide proactive and reactive management of resources by monitoring and controlling networks, available bandwidth, hardware and distributed software resources. The contractor shall respond to detected security incidents, network faults (errors) and user reported outages at the time of customer referral.

C.5.4.5.1 DCITA INFORMATION MANAGEMENT OFFICE 24/7 ON-CALL SUPPORT

The contractor's DCITA Information Management Office (IMO) shall provide 24/7 on-call support for problems concerning DCITA's network operations and/or the power conditioner unit (PCU) supporting DCITA. The contractor shall ensure an IMO staff member is on-call 24/7, and able to report to DCITA's facility within 60 minutes of notification.

C.5.4.6 SUBTASK 6 – HARDWARE/SOFTWARE SUPPORT SERVICES

The contractor shall identify, install, maintain, and remove hardware and software components as required to ensure full operational capability of the DCITA IT environment to include the DLSS and classroom IT systems. The contractor shall perform preventative maintenance in accordance with Original Equipment Manufacturer (OEM) recommendations and best industry

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practices. The contractor shall notify the COR and DCITA TPOC of any unscheduled outages or repairs that will impact any aspect of training delivery. The contractor shall plan for and schedule repairs, upgrades or periodic maintenance so that these activities do not disrupt training development or training delivery. These planned for events shall be approved by the Government before implementation.

The contractor is responsible for maintaining records of all maintenance, regardless of the entity responsible for the repair in a Maintenance Report and shall be reported within the MSR (Section C.5.1.5). The Contractor shall provide a summary report of all hardware related issues, problems, outages and repairs each month in the MSR.

C.5.4.7 SUBTASK 7 - DCITA GRAPHIC ARTS & MULTIMEDIA SERVICES

The Contractor shall provide professional graphic arts, graphic design, graphic editing, audio/video support and specialized multimedia support, but not limited to, for the following:

- E-learning package development to directly support the generation and maintenance of superior-quality of in-residence and on-line learning products
- On-line learning products such as *CyberCasts*, adjunct instructional videos and interactive graphics
- Formal learning materials associated with structured courses
- Books, student lab manuals, handouts, charts and similar items.

All online materials shall comply with and conform to DoD standards for interoperability and cross platform integration and Sharable Content Object Reference Model (SCORM) requirements, unless exempted in writing by the Government.

C.5.4.8 SUBTASK 8 - IT SYSTEMS LIFE CYCLE MANAGEMENT

The contractor shall provide life cycle management for all IT systems used to develop and deliver DCITA training to include the DLSS. IT life cycle management reporting shall be integrated into the DLSS and made available to the Government.

C.5.4.9 SUBTASK 9 - PROGRAM INFORMATION CENTER

The contractor shall develop and maintain a secure, web based (preferably located within DLSS) Program Information Center (PIC). The PIC shall document DCITA's operations, policies, procedures, program performance metrics, goals, and objectives. The PIC shall be developed by the end of Fiscal Year 2015 (Section F, Deliverable 33).

The PIC shall have the technical capability to provide to the Government, Curriculum Manager, and selected contract personnel the following:

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1. Dash Board – providing at a glance summaries of operations, up to date metrics (as set forth by the Government) and problem notifications.
2. Query – allowing the Government to generate custom reports from the LMS (DLSS) as needed and necessary.
3. Resource management including financial resource management, budgeting, procurement, IT inventory life-cycle management, and physical asset management.

The PIC shall also, at a minimum, address the following:

1. DCITA's Instructional Systems Design (ISD) processes, work flows, and procedures
2. Resource management information to include processes, work flows, and procedures and primary points of contact.
3. Classroom configuration processes and procedures
4. Security and Safety Information / Points of Contact, processes and procedures
5. Course Schedule
6. Help Desk

The PIC shall have the technical capability of providing a bulletin board or similarly designed interface allowing for open / secure informal communications between Government and contractor personnel. To safeguard salary, rate, and other sensitive information, the offeror's PIC solution may segregate such data into a separate database or application, with additional access controls and user authentication. Upon completion the PIC shall have the ability to produce the necessary reports throughout the following sections of this requirement:

1. Registrar's Office Reports (Section C.5.2.1)
2. Surveys and Assessments (Section C.5.3.5)
3. Course Summary Report (Section C.5.3.11)

SECTION D - PACKAGING AND MARKING

NOTE: The Section numbers in this TO correspond to the Section numbers in the Alliant Contract.

D.4 DELIVERABLES MEDIA

The contractor shall provide electronic copies of each deliverable. Electronic copies shall be delivered via email attachment or other media by mutual agreement of the parties. The electronic copies shall be compatible with current MS Office products or other applications as appropriate and mutually agreed to by the parties.

SECTION E - INSPECTION AND ACCEPTANCE

NOTE: The Section numbers in this TO correspond to the Section numbers in the Alliant Contract.

E.2 PLACE OF INSPECTION AND ACCEPTANCE

Inspection and acceptance of all work performance, reports, and other deliverables under this TO shall be performed by DC3/DCITA TPOC and the FEDSIM COR.

E.3 SCOPE OF INSPECTION

All deliverables will be inspected for content, completeness, accuracy, and conformance to TO requirements by the FEDSIM COR. Inspection may include validation of information or software through the use of automated tools, testing, or inspections of the deliverables, as specified in the TO. The scope and nature of this inspection will be sufficiently comprehensive to ensure the completeness, quality, and adequacy of all deliverables.

The Government requires a period NTE 15 workdays after receipt of final deliverable items for inspection and acceptance or rejection.

E.4 BASIS OF ACCEPTANCE

The basis for acceptance shall be compliance with the requirements set forth in the TO, the contractor's proposal, and relevant terms and conditions of the contract. Deliverable items rejected shall be corrected in accordance with the applicable clauses.

For IT development, the final acceptance will occur when all discrepancies, errors, or other deficiencies identified in writing by the Government have been resolved through documentation updates, program correction, or other mutually agreeable methods.

Reports, documents, and narrative-type deliverables will be accepted when all discrepancies, errors, or other deficiencies identified in writing by the Government have been corrected.

If the draft deliverable is adequate, the Government may accept the draft and provide comments for incorporation into the final version.

All of the Government's comments on deliverables must either be incorporated in the succeeding version of the deliverable, or the contractor must demonstrate to the Government's satisfaction why such comments should not be incorporated.

If the Government finds that a draft or final deliverable contains spelling errors, grammatical errors, or improper format, or otherwise does not conform to the requirements stated within this TO, the document may be immediately rejected without further review and returned to the contractor for correction and resubmission. If the contractor requires additional Government guidance to produce an acceptable draft, the contractor shall arrange a meeting with the FEDSIM COR.

E.5 DRAFT DELIVERABLES

The Government will provide written acceptance, comments, and/or change requests, if any, within 15 workdays (unless specified otherwise in Section F) from Government receipt of the draft deliverable. Upon receipt of the Government's comments, the contractor shall have ten

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workdays to incorporate the Government's comments and/or change requests and to resubmit the deliverable in its final form.

E.6 WRITTEN ACCEPTANCE/REJECTION BY THE GOVERNMENT

The CO/COR will provide written notification of acceptance or rejection of all final deliverables within 15 workdays (unless specified otherwise in Section F). All notifications of rejection will be accompanied with an explanation of the specific deficiencies causing the rejection.

E.7 NON-CONFORMING PRODUCTS OR SERVICES

Non-conforming products or services will be rejected. Deficiencies will be corrected, by the contractor, within ten workdays of the rejection notice. If the deficiencies cannot be corrected within ten workdays, the contractor shall immediately notify the FEDSIM COR of the reason for the delay and provide a proposed corrective action plan within ten workdays.

If the contractor does not provide products or services that conform to the requirements of this TO, the Government will document the issues associated with the non-conforming products or services in the award fee determination report, and there will be an associated reduction in the earned award fee.

SECTION F – DELIVERABLES OR PERFORMANCE

NOTE: The Section numbers in this TO correspond to the Section numbers in the Alliant Contract.

F.3 TASK ORDER PERIOD OF PERFORMANCE

The period of performance for this TO is a one-year Base Period with 4 one-year Option Periods.

F.4 PLACE OF PERFORMANCE

The primary place of performance for all work performed under this requirement shall be located at,

DC3/DCITA
911 Elkridge Landing
Suite 200
Linthicum, MD 21090

Long distance travel is anticipated to be required mostly in support of Mobile Training Team (Section C.5.3.6.1).

F.5 DELIVERABLES

The following schedule of milestones will be used by the FEDSIM COR to monitor timely progress under this TO.

The following abbreviations are used in this schedule:

IAW: In Accordance With

NLT: No Later Than

PS: Project Start

TOA: Task Order Award

All references to Days: Government Workdays (WD)

Deliverables are due the next Government workday if the due date falls on a holiday or weekend.

The contractor shall submit the deliverables listed in the following table:

#	MILESTONE/DELIVERABLE	CLIN	PWS REFERENCE	PLANNED COMPLETION DATE
1	Project Start (PS)			At TOA
2	Kick-Off Meeting	X001	C.5.1.1	Within 25 WD of TOA
3	Draft Project Management Plan	X001	C.5.1.2	NLT 5 WD after PS
4	Final Project Management Plan	X001	C.5.1.2	Within 30 WD after award
5	Update Project Management Plan	X001	C.5.1.3	As needed, no less frequently than annually
6	Update Quality Control Plan	X001	C.5.1.4.1	IAW PMP
7	Monthly Status Report	X001	C.5.1.5	10 th day of the subsequent month
8	Operational Status Meeting	X001	C.5.1.6	IAW Monthly Status Report
9	Operational Status Meeting Minutes	X001	C.5.1.6	NLT 5 WD after Operational Status Meeting

SECTION F – DELIVERABLES OR PERFORMANCE

#	MILESTONE/DELIVERABLE	CLIN	PWS REFERENCE	PLANNED COMPLETION DATE
10	Risk Management Plan	X001	C.5.1.7	IAW PMP
11	Supply Chain Risk Management Plan	X001	C.5.1.7	IAW PMP
12	Long-Distance Trip Summary	X001	C.5.1.9	NLT 5 WD after trip completion
13	Transition-In Plan	X001	C.5.1.10	Within 5 WD of TOA
14	Transition-Out Plan	X001	C.5.1.11	NLT 90 calendar days prior to TO expiration date
15	IPR Agenda	X001	C.5.1.12	NLT 5 WD prior to IPR
16	MSCHE Strategic Plan	X001	C.5.2.4	120 days after TOA
17	Strategic Communication Plan	X001	C.5.2.5	PS + 6 months and updated as needed. Progress reported to IPR
18	DCITA Course Calendar	X001	C.5.3.4	Annually
19	Course Project Plan	X001	C.5.3.7	Provided when new course developed
20	Course Design Document	X001	C.5.3.8	Provided when new course developed
21	Lesson Plan	X001	C.5.3.9	Provided when new course developed
22	Instructor Guides	X001	C.5.3.9	Provided when new course developed
23	Student Guides	X001	C.5.3.9	Provided when new course developed
24	Student Lab Manuel's	X001	C.5.3.9	Provided when new course developed
25	Instructional Media	X001	C.5.3.9	Provided when new course developed
26	Student Assessment Materials	X001	C.5.3.9	Provided as needed per course
27	Student Evaluation Document	X001	C.5.3.11	Updated as needed per course
28	Course Summary Report	X001	C.5.3.11	5 WDs after beginning of each month
29	Student Evaluation Report	X001	C.5.3.11	As directed by the DC3/DCITA Director and Deputy Director
30	Configuration Management Plan	X001	C.5.4.3	30 days after TO award
31	DCITA Facility Diagrams	X001	C.5.3.6	Updated whenever facility modifications occur.
32	IT Systems Security Assessment Reports	X001	C.5.4.4	Within 5 WD of completed Assessments
33	PIC Development	X001	C.5.4.9	Within Fiscal Year 2015
34	Copy of TO (initial award and all modifications)		F.5.1	Within 10 workdays of award

The contractor shall mark all deliverables listed in the above table to indicate authorship by contractor (i.e., non-Government) personnel; provided, however, that no deliverable shall contain any proprietary markings inconsistent with the Government's data rights set

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forth in this TO. The Government reserves the right to treat non-confirming markings in accordance with subparagraphs (e) and (f) of the FAR clause at 52.227-14.

F.5.1 PUBLIC RELEASE OF CONTRACT DOCUMENTS REQUIREMENT

The contractor agrees to submit, within ten workdays from the date of the Contracting Officer's execution of the initial TO (Section F, Deliverable 34), or any modification to the TO (exclusive of Saturdays, Sundays, and Federal holidays), a portable document format (PDF) file of the fully executed document with all proposed necessary redactions, including redactions of any trade secrets or any commercial or financial information that it believes to be privileged or confidential business information, for the purpose of public disclosure at the sole discretion of GSA. The contractor agrees to provide a detailed written statement specifying the basis for each of its proposed redactions, including the applicable exemption under the Freedom of Information Act (FOIA), 5 U.S.C. § 552, and, in the case of FOIA Exemption 4, 5 U.S.C. § 552(b)(4), shall demonstrate why the information is considered to be a trade secret or commercial or financial information that is privileged or confidential. Information provided by the contractor in response to the contract requirement may itself be subject to disclosure under the FOIA. Submission of the proposed redactions constitutes concurrence of release under FOIA.

GSA will carefully consider all of the contractor's proposed redactions and associated grounds for nondisclosure prior to making a final determination as to what information in such executed documents may be properly withheld.

F.5.2 DELIVERABLES MEDIA

The contractor shall deliver all electronic versions by email and removable electronic media, as well as placing in the DC3/DCITA designated repository. The following are the required electronic formats, whose versions must be compatible with the latest, commonly available version on the market.

- | | |
|----------------|---------------|
| • Text | MS Word |
| • Spreadsheets | MS Excel |
| • Briefings | MS PowerPoint |
| • Drawings | MS Visio |
| • Schedules | MS Project |

F.6 PLACE(S) OF DELIVERY

Unclassified deliverables and correspondence shall be delivered to the GSA Contracting Officer (CO) or Contracting Officer's Representative (COR) at the following address:

GSA FAS AAS FEDSIM
ATTN: Keith Parks, COR
1800 F Street, NW
Suite 3100 (QF0B)
Washington, D.C. 20405
Telephone: 703-605-3648
Email: keith.parks@gsa.gov

SECTION F – DELIVERABLES OR PERFORMANCE

Copies of all deliverables shall also be delivered to the DC3/DCITA TPOC at the following address:

To be provided at award.

F.7 NOTICE REGARDING LATE DELIVERY/PROBLEM NOTIFICATION REPORT (PNR)

The contractor shall notify the FEDSIM COR via a Problem Notification Report (PNR) (Section J, Attachment P) as soon as it becomes apparent to the contractor that a scheduled delivery will be late. The contractor shall include in the PNR the rationale for late delivery, the expected date for the delivery, and the project impact of the late delivery. The FEDSIM COR will review the new schedule and provide guidance to the contractor. Such notification in no way limits any Government contractual rights or remedies including, but not limited to, termination.

SECTION G – CONTRACT ADMINISTRATION DATA

NOTE: The Section numbers in this TO correspond to the Section numbers in the Alliant Contract.

G.3.5 CONTRACTING OFFICER'S REPRESENTATIVE

The CO will appoint a COR in writing through a COR Appointment Letter that will be provided to the contractor upon award (Section J, Attachment A). The COR will receive, for the Government, all work called for by the TO and will represent the CO in the technical phases of the work. The COR will provide no supervisory or instructional assistance to contractor personnel.

The COR is not authorized to change any of the terms and conditions, scope, schedule, and price of the Contract or the TO. Changes in the scope of work will be made only by the CO by properly executed modifications to the Contract or the TO.

G.3.5.1 CONTRACT ADMINISTRATION

Contracting Officer:

~~Wesley L. Dewalt~~ Robert Wade
GSA FAS AAS FEDSIM
1800 F Street, NW
Suite 3100 (QF0B)
Washington, D.C. 20405
Telephone: ~~(202) 603-0283~~ (703) 605-9265
Email: robert.wade@gsa.gov ~~wesley.dewalt@gsa.gov~~

Contracting Officer's Representative:

Keith Parks
GSA FAS AAS FEDSIM
1800 F Street, NW
Suite 3100 (QF0B)
Washington, D.C. 20405
Telephone: (703) 605-3648
Email: keith.parks@gsa.gov

Technical Point of Contact:

To be provided at award

G.9.6 INVOICE SUBMISSION

The contractor shall submit Requests for Payments in accordance with the format contained in General Services Administration Acquisition Manual (GSAM) 552.232-25, PROMPT PAYMENT (NOV 2009), to be considered proper for payment. In addition, the following data elements shall be included on each invoice.

Task Order Number: *(from GSA Form 300, Block 2)*
Paying Number: *(ACT/DAC NO.) (From GSA Form 300, Block 4)*
FEDSIM Project Number: *(Fill in project number)*

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SECTION G – CONTRACT ADMINISTRATION DATA

Project Title: (Fill in project title)

The contractor shall certify with a signed and dated statement that the invoice is correct and proper for payment.

The contractor shall provide invoice backup data in accordance with the contract type, including detail such as labor categories, rates, and quantities of labor hours per labor category.

The contractor shall submit invoices as follows:

The contractor shall utilize FEDSIM's electronic Assisted Services Shared Information System (ASSIST) to submit invoices. The contractor shall submit invoices electronically by logging onto the following link (requires Internet Explorer to access the link):

<https://portal.fas.gsa.gov>

Log in using your assigned ID and password, navigate to the order against which you want to invoice, click the Invoices and Acceptance Reports link in the left navigator, and then click the *Create New Invoice* button. The AASBS Help Desk should be contacted for support at 877-472-4877 (toll free) or by email at AASBS.helpdesk@gsa.gov. By utilizing this method, no paper copy of the invoice shall be submitted to GSA FEDSIM or the GSA Finance Center. However, the FEDSIM COR may require the contractor to submit a written "hardcopy" invoice with the client's certification prior to invoice payment.

G.9.6.1 INVOICE REQUIREMENTS

The contractor shall submit a draft or advance copy of an invoice to the client POC for review prior to its submission to GSA. The contractor shall submit simultaneous copies of the invoice to both GSA and the client POC. Receipts are provided on an as requested basis.

The final invoice is desired to be submitted within six months of project completion.

G.9.6.1.1 COST-PLUS-AWARD-FEE (CPAF) CLINs

The contractor may invoice monthly on the basis of cost incurred for the CPAF CLINs. The invoice shall include the period of performance covered by the invoice and the CLIN number and title. All hours and costs shall be reported by CLIN element (as shown in Section B), by contractor employee, and shall be provided for the current billing month and in total from project inception to date. The contractor shall provide the invoice data in spreadsheet form with the following detailed information. The listing shall include separate columns and totals for the current invoice period and the project to date.

- a. Employee name (current and past employees)
- b. Employee company labor category
- c. Employee Alliant labor category
- d. Monthly and total cumulative hours worked by task and CLIN
- e. Corresponding TO ~~bidding~~ Proposed rate
- f. Cost incurred not billed by task and CLIN
- g. Current approved forward pricing rate agreement in support of indirect costs billed

SECTION G – CONTRACT ADMINISTRATION DATA

All cost presentations provided by the contractor shall also include Overhead charges and General and Administrative charges and shall also include the Overhead and General and Administrative rates being applied.

The contractor may invoice after accepting the modification which includes the award fee determination and any corresponding deobligation of unearned fee. See the Award Fee Determination Plan in Section J, Attachment H for additional information on the award fee determination process.

G.9.6.1.2 OTHER DIRECT COSTS (ODCs)

The contractor may invoice monthly on the basis of cost incurred for the ODC CLIN. The invoice shall include the period of performance covered by the invoice and the CLIN number and title. In addition, the contractor shall provide the following detailed information for each invoice submitted, as applicable. Spreadsheet submissions are required.

- a. Tools and/or ODCs purchased
- b. Consent to Purchase number or identifier
- c. Date accepted by the Government
- d. Associated CLIN
- e. Project-to-date totals by CLIN
- f. Cost incurred not billed
- g. Remaining balance of the CLIN

All cost presentations provided by the contractor shall also include Overhead charges, General and Administrative charges, and Fee.

G.9.6.1.3 TRAVEL

Contractor costs for travel will be reimbursed at the limits set in the following regulations (see FAR 31.205-46):

- a. Joint Travel Regulation (JTR) - prescribed by the GSA, for travel in the contiguous U.S.
- b. Federal Travel Regulation (FTR) Volume 2, Department of Defense (DoD) Civilian Personnel, Appendix A - prescribed by the DoD, for travel in Alaska, Hawaii, and outlying areas of the U.S.

The contractor may invoice monthly on the basis of cost incurred for cost of travel comparable with the JTR/FTR. The invoice shall include the period of performance covered by the invoice, the CLIN number and title. Separate worksheets, in MS Excel format, shall be submitted for travel.

CLIN/Task Total Travel: This invoice information shall identify all cumulative travel costs billed by CLIN/Task. The current invoice period's travel details shall include separate columns and totals and include the following:

- a. Travel Authorization Request number or identifier, approver name, and approval date
- b. Current invoice period
- c. Names of persons traveling

SECTION G – CONTRACT ADMINISTRATION DATA

- d. Number of travel days
- e. Dates of travel
- f. Number of days per diem charged
- g. Per diem rate used
- h. Total per diem charged
- i. Transportation costs
- j. Total charges
- k. Explanation of variances exceeding 10% of the approved versus actual costs
- l. Indirect Handling Rate

All cost presentations provided by the contractor shall also include Overhead charges and General and Administrative charges.

SECTION H – SPECIAL CONTRACT REQUIREMENTS

NOTE: The Section numbers in this TO correspond to the Section numbers in the Alliant Contract.

H.2 KEY PERSONNEL

The personnel specified below are considered essential to the work being performed under this TO and may, with the consent of the contracting parties, be changed from time to time during the course of the contract by adding or deleting personnel or facilities, as appropriate. (CFR-2011-Title 48- Vol 7 – Section 3052.215-70).

The Government “may require the Contractor to prohibit its employees from working on this TO if continued employment becomes detrimental to the public’s interest for any reason including, but not limited to carelessness, insubordination, incompetence, or security concerns.”

Key personnel will provide to the Government their credentials during the bidding phase. Key positions must be approved by the Government prior to the award or the person assuming the duties associated with that position. Key personnel must speak and clearly communicate in English.

The following personnel are considered key for the entirety of this task order.

1. Program Manager
2. Lead Project Manager
3. Lead Curriculum Manager
4. Instructional Delivery and Quality Assurance Lead
5. DCITA Schoolhouse Registrar
6. Information Management Engineer Lead

H.2.3 PROGRAM MANAGER

The Program Manager (PM) is responsible for the whole of the DCITA program. The contractor shall designate an on-site PM empowered to commit the company and who shall be responsible for the performance of the work set forth in this task order.

The PM shall have authority to act for the Contractor on all matters relating to the daily operations of this task order and shall be responsible for all aspects of performance under this task-order.

Strategic planning, personnel management, subcontractor interface, customer relations, operational planning and management and reporting are some of the critical requirements of the PM position.

It is required that the PM has the following qualifications:

- Bachelor's Degree within a field similar to the scope of this requirement
- Project Management Professional (PMP) credentials
- Experience managing and supervising employees of various labor categories and skills in projects similar in size and scope as referenced under this TO.
- Experience managing various assignments and prioritizing daily operational issues

It is desirable that the PM have the following qualifications:

- Master's Degree within a field similar to the scope of this requirement
- Federal cyber-crime investigations experience (DoD experience preferred)
- Knowledge/Experience in Cyber Training and Investigations
- Experience implementing approaches to improve training services and/or cut costs through the use of current technologies

H.2.4 LEAD PROJECT MANAGER

The Lead Project Manager is responsible for the daily management and control over the various projects and supporting initiatives undertaken at DCITA. The Lead Project Manager is responsible for de-conflicting projects and initiatives and for ensuring the government's priorities and requirements are reflected and supported in all projects and initiatives undertaken at DCITA. The Lead Project Manager shall have full authority (in the absence of the PM) to act for the Contractor on all matters relating to the daily operations of this task order and shall be responsible for all aspects of performance under this task order. It is required that the Lead Project Manager has the following qualifications:

- Bachelor's Degree within a field similar to the scope of this requirement
- Project Management Professional (PMP) credentials
- Experience managing various assignments and prioritizing daily operational issues
- Experience identifying user requirements, translating the requirements into project plans, implementing plans, and presenting project status/plan briefings to the Government (DoD experience preferred).

It is desirable that the Lead Project Manager have the following qualifications:

- Master's Degree within a field similar to the scope of this requirement

SECTION H – SPECIAL CONTRACT REQUIREMENTS

- Federal cyber-crime investigations experience (DoD experience preferred)
- Knowledge/Experience in Cyber Training and Investigations
- Experience implementing approaches to improve training services and/or cut costs through the use of current technologies

H.2.5 LEAD CURRICULUM MANAGER

The Contractor shall designate an on-site lead for DCITA curriculum development and ensuring instructor preparedness.

It is required that the Lead Curriculum Manager has the following qualifications:

- Master's Degree in Educational Theory/Instructional Design or similar field
- 5 or more years of experience developing, evaluating, or improving training courses and/or programs
- Experience implementing innovative methodologies that have improved instructional design processes
- Experience identifying training requirements and curriculum based on the analysis of user needs and technology evolution
- Experience developing and implementing a continuous training maintenance program that includes training evaluations using trainee feedback.
- Experience developing trainee assessments with respect to established criteria or standards aimed at proper task performance
- Experience developing/implementing a tracking system established that allows changes and updates to the training materials to be performed efficiently

It is desirable that the Lead Curriculum Manager has the following qualification:

- PhD in Educational Theory/Instructional Design or similar field

H.2.6 INSTRUCTIONAL DELIVERY AND QUALITY ASSURANCE LEAD

It is required that the Instructional Delivery and Quality Assurance Lead has the following qualifications:

- Bachelor Degree in education, social science or related field.
- Experience with technical training delivery and development using the ISD process.
- Experience applying instructional design and curriculum development methodologies and learning strategies in DoD or Federal Law Enforcement/Counterintelligence training programs

It is desirable that the Instructional Delivery and Quality Assurance Lead has the following qualifications:

- Master's Degree in education, social science, or related field.
- Knowledge of cyber-crime evidence collection techniques, data analysis, and laws surrounding cyber investigations evidence.
- Knowledgeable of current technology and tools applicable to cyber investigations and investigative functions within various operating systems.

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SECTION H – SPECIAL CONTRACT REQUIREMENTS

- Experience implementing cyber solutions for operational Federal law enforcement / counterintelligence problems
- Familiarity with EnCase, FTK, Network Intrusions and IT Technology

H.2.7 DCITA SCHOOLHOUSE REGISTRAR

The DCITA Registrar serves as the first point of contact for all customers to include students, faculty, DoD / Federal Training Managers and government personnel. Additionally, the DCITA Registrar provides direction and coordination of all facets of the DCITA Registrar's Office, to include student registration services, class schedules and oversight of the Academy's course withdrawal process.

It is required that the DCITA Registrar has the following qualifications:

- Bachelor's degree in student services, educational administration or a related area
- Experience in providing guidance and supervision for the management, security, and preservation of academic records.
- Experience in creating and presenting briefs and/or written/verbal reports

It is desirable that the DCITA Registrar has the following:

- Knowledge of DoD Records Management Requirements
- Experience in analyzing course prerequisites, certification and/or curriculum requirements

H.2.8 LEAD INFORMATION MANAGEMENT ENGINEER

The contractor shall designate a Lead Information Management Engineer responsible for design, development, maintenance, management and support of DLSS, DCITA IT assets and DCITA facility engineering. The Lead Information Management Engineer provides IT guidance and support, serves as the DLSS engineering lead and works with SMEs and other stakeholders to identify, develop, integrate, and transition operational concepts and potential solutions through the process of requirements definition, concept development, and experimentation, analysis, and refinement.

It is required that the Lead Information Management Engineer has the following qualifications:

- Master's Degree in Computer Science, Computer Engineering, or similar discipline
- Five (5) years' experience working in Systems Engineering, Software Engineering, Network Engineering or similar.
- Experience in system design, development and analysis, system integration, planning and design of large-scale learning management systems (LMS) and supporting architectures, system prototyping, system testing and evaluation, and conduct of system demonstrations.
- Experience in prototyping new techniques in establishing enterprise systems of similar complexity and design to that of the DLSS.
- Experience working with key stakeholders to ensure their understanding of the capabilities that LMS technologies enable
- Experience in overseeing changes to application frameworks in response to technology shifts or operational changes.

SECTION H – SPECIAL CONTRACT REQUIREMENTS

It is desirable that the Lead Information Management Engineer has the following qualifications:

- PhD in Computer Science, Computer Engineering, or similar discipline
- Knowledge of DoD and Air Force Supply Chain Logistics and Practices
- Knowledge of Supply Chain Management processes and best practices.
- Experience in using and or working with some or all of the following and familiarity with SOA, SLDC, Agile, Enterprise Architecture, System Architecture, Requirements Analysis, and Business Process Engineering.
- Knowledge/Experience with DoD Instructions, Regulations, Rules and governances related to DoD IT systems and IT systems security.

H.2.9 KEY PERSONNEL SUBSTITUTION

The contractor shall not replace any personnel designated as Key Personnel without the written concurrence of the CO. Prior to utilizing other than personnel specified in proposals in response to a TOR, the contractor shall notify the Government CO and the COR of the existing TO. This notification shall be no later than ten calendar days in advance of any proposed substitution and shall include justification (including resume(s) and labor category of proposed substitution(s)) in sufficient detail to permit evaluation of the impact on TO performance.

Substitute personnel qualifications shall be equal to, or greater than, those of the personnel being substituted. If the Government CO and the COR determine that the proposed substitute personnel is unacceptable, or that the reduction of effort would be so substantial as to impair the successful performance of the work under the TO, the contractor may be subject to default action as prescribed by FAR 52.249-6, Termination (Cost Reimbursement).

H.3 NON-KEY PERSONNEL QUALIFICATIONS

H.3.1 INSTRUCTIONAL STAFFING

It is required that Instructional staff have the following qualifications:

- An Associate's Degree in the discipline they will be teaching OR 60 credit hours towards a Bachelor's Degree in the discipline they will be teaching OR 5 years' experience in the career field they will be instructing.
- Obtain Certified Technical Trainer (CTT+) credentials within 60 days of beginning work at DCITA
- Experience delivering training following the ISD process.
- Possess and maintain a DoD 8570 (or successor) complaint IAT II (or better) certification within 60 days of beginning work at
- At least 30 percent of all instructors should have State, Federal and/or DoD LE/CI cyber investigations experience (DoD specific experience preferred)

The Government reserves the right to audit the contractor's instructional staff's qualifications during performance to ensure all staff comply with requirements specified in Section H.3.1 requirements.

H.5 GOVERNMENT-FURNISHED PROPERTY (GFP)

Office space for contractor personnel will be provided at the place of performance. The Government will provide office space, desks/chairs, office supplies, computer hardware and software, facsimile services, telephone (DSN and commercial) services, and LAN/WAN (classified and unclassified) services required by on-site contractor personnel to support the DC3/DCITA requirements.

H.5.2 GOVERNMENT-FURNISHED INFORMATION (GFI)

The Government will provide all necessary information, data, and documents to the contractor for work required under this TO. The Contractor shall use Government-furnished information, data, and documents only for performing work under this TO, and shall be responsible for returning all Government-furnished information, data, and documents to the Government at the end of the performance period. The Contractor shall not release Government-furnished information, data, and documents to outside parties without the prior and explicit consent of the CO.

H.7 SECURITY CONSIDERATIONS

The DD Form 254 is applicable to this requirement and is provided in Section J, Attachment C. The contractor and all subcontractors must possess the required security clearance, based on job requirements, prior to performing functions on the TO. The contractor and all subcontractors must maintain the required security clearance throughout the life of the TO. The contractor shall use only U.S. citizens to perform work under the requirements of this TO. The contractor shall provide security clearance information to the ~~DCITA~~^{HRC} Security and Information Assurance Offices.

Work on this TO may require that personnel have access to Privacy Information. Personnel shall adhere to the Privacy Act, Title 5 of the U.S. Code, Section 552A and applicable DC3/DCITA rules and regulations.

H.7.2 INFORMATION ASSURANCE

It is anticipated that any Contractor performing this work will require certification in accordance with DoD Directive 8570.01, Information Assurance Training, Certification, and Workforce Management, and DoD Manual 8570.01-M, Information Assurance Workforce Improvement Program.)

H.7.3 SECURITY CLEARANCES

All key personnel and project team members involved with data communications support require a TOP SECRET security clearance. Security Clearances for key people must be in place upon TO award.

All other Project Team members exposed to Law Enforcement Sensitive information will require a SECRET clearance upon TO award.

SECTION H – SPECIAL CONTRACT REQUIREMENTS

The Contractor shall ensure that all personnel have the clearance required for the workspace(s) where they will need to work and/or a proper escort for access to the workspace(s). The Contractor shall not depend on the Government personnel for escorts for access to the workspace(s).

All Contractor personnel are required, prior to being granted access to DC3/DCITA networks and/or systems, to obtain the proper security clearances and attend a Security Briefing provided by the DCITA prior to being granted access to DCITA networks and/or systems.

H.9 ORGANIZATIONAL CONFLICT OF INTEREST AND NON-DISCLOSURE REQUIREMENTS

H.9.1 ORGANIZATIONAL CONFLICT OF INTEREST

In accordance with FAR 2.101(b), if the contractor (and any subcontractors, consultants, or teaming partners) has or is currently providing support or anticipates providing support to DC3/DCITA that creates or represents an actual or potential organizational conflict of interest (OCI), the contractor shall immediately disclose this actual or potential OCI in accordance with FAR Subpart 9.5. The contractor is also required to complete and sign an Organizational Conflict of Interest Statement in which the contractor (and any subcontractors, consultants, or teaming partners) agrees to disclose information concerning the actual or potential conflict with any proposal for any solicitation relating to any work in the TO. All actual or potential OCI situations shall be identified and addressed in accordance with FAR Subpart 9.5.

H.9.2 NON-DISCLOSURE REQUIREMENTS

If the contractor acts on behalf of, or provides advice with respect to any phase of an agency procurement, as defined in FAR 3.104-4, then the contractor shall execute and submit a Corporate Non-Disclosure Agreement (NDA) Form and ensure that all its personnel (to include subcontractors, teaming partners, and consultants) who will be personally and substantially involved in the performance of the TO:

- a. Are listed on a signed Addendum to Corporate Non-Disclosure Agreement (NDA) Form prior to the commencement of any work on the TO,
- b. Are instructed in the FAR 3.104 requirements for disclosure, protection, and marking of contractor bid or proposal information, or source selection information, and
- c. Are instructed in FAR Part 9 for third party disclosures when acting in an advisory capacity.

All proposed replacement contractor personnel also must be listed on a signed Addendum to Corporate NDA and be instructed in the requirements of FAR 3.104. Any information provided by contractors in the performance of this TO or obtained by the Government is only to be used in the performance of the TO. The contractor shall put in place appropriate procedures for the protection of such information and shall be liable to the Government for any misuse or unauthorized disclosure of such information by its personnel, as defined above.

H.14 SECTION 508 COMPLIANCE REQUIREMENTS

Unless the Government invokes an exemption, all Electronic and Information Technology (EIT) products and services proposed shall fully comply with Section 508 of the Rehabilitation Act of 1973, per the 1998 Amendments, 29 United States Code (U.S.C.) 794d, and the Architectural and Transportation Barriers Compliance Board's Electronic and Information Technology Accessibility Standards at 36 Code of Federal Regulations (CFR) 1194. The contractor shall identify all EIT products and services provided, identify the technical standards applicable to all products and services provided and state the degree of compliance with the applicable standards. Additionally, the contractor must clearly indicate where the information pertaining to Section 508 compliance can be found (e.g., Vendor's or other exact web page location). The contractor must ensure that the list is easily accessible by typical users beginning at time of award.

H.16 COST ACCOUNTING SYSTEM

The adequacy of the contractor's accounting system and its associated internal control system, as well as contractor compliance with the Cost Accounting Standards (CAS), affect the quality and validity of the contractor data upon which the Government must rely for its management oversight of the contractor and contract performance. The contractor's cost accounting system shall be adequate during the entire period of performance and shall permit timely development of all necessary cost data in the form required by the contract.

H.18 PURCHASING SYSTEMS

The objective of a contractor purchasing system assessment is to evaluate the efficiency and effectiveness with which the contractor spends Government funds and complies with Government policy with subcontracting.

Prior to the award of a TO the CO shall verify the validity of the contractor's purchasing system. Thereafter, the contractor is required to certify to the CO no later than 30 calendar days prior to the exercise of any options the validity of their purchasing system. Additionally, if reviews are conducted of the purchasing system after the exercise of the option, the contractor shall provide the results of the review to the CO within 10 workdays from the date the results are known to the contractor.

H.23 TRAVEL

H.23.1 TRAVEL REGULATIONS

Contractor costs for travel will be reimbursed at the limits set in the following regulations (see FAR 31.205-46):

- a. Federal Travel Regulations (FTR) - prescribed by the GSA, for travel in the contiguous U.S.
- b. Joint Travel Regulations (JTR), Volume 2, Department of Defense (DoD) Civilian Personnel, Appendix A - prescribed by the DoD, for travel in Alaska, Hawaii, and outlying areas of the U.S.

SECTION H – SPECIAL CONTRACT REQUIREMENTS

- c. Department of State Standardized Regulations (DSSR) (Government Civilians, Foreign Areas), Section 925, "Maximum Travel Per Diem Allowances for Foreign Areas" - prescribed by the Department of State, for travel in areas not covered in the FTR or JTR.

H.23.2 TRAVEL AUTHORIZATION REQUESTS

Before undertaking travel to any Government site or any other site in performance of this Contract, the contractor shall have this travel approved by, and coordinated with, the FEDSIM COR. Notification shall include, at a minimum, the number of persons in the party, traveler name, destination, duration of stay, purpose, and estimated cost. Prior to any long distance travel, the contractor shall prepare a Travel Authorization Request for Government review and approval. Long distance travel will be reimbursed for cost of travel comparable with the Joint Travel Regulations (JTR).

Requests for travel approval shall:

- a. Be prepared in a legible manner.
- b. Include a description of the travel proposed including a statement as to purpose.
- c. Be summarized by traveler.
- d. Identify the TO number.
- e. Identify the CLIN associated with the travel.
- f. Be submitted in advance of the travel with sufficient time to permit review and approval.

The contractor shall use only the minimum number of travelers and rental cars needed to accomplish the task(s). Travel shall be scheduled during normal duty hours whenever possible.

H.24 ODCs

The Government may require the contractor to purchase hardware, software, and related supplies critical and related to the services being acquired under the TO. Such requirements will be identified at the time a TOR is issued or may be identified during the course of a TO by the Government or the contractor. If the contractor initiates a purchase within the scope of this TO and the prime contractor has an approved purchasing system, the contractor shall submit to the FEDSIM COR a Request to Initiate Purchase (RIP). If the prime contractor does not have an approved purchasing system, the contractor shall submit to the CO a Consent to Purchase (CTP). The RIP and CTP shall include the purpose, specific items, estimated cost, cost comparison, and rationale. The contractor shall not make any purchases without an approved RIP from the COR or an approved CTP from the CO and without complying with the requirements of Section H.25, Commercial Software Agreements.

H.25 COMMERCIAL SOFTWARE AGREEMENTS

H.25.1 The Government understands that commercial software tools that may be purchased in furtherance of this TO and as contemplated in the Tools and ODC CLINs may be subject to commercial agreements which may take a variety of forms, including without limitation licensing agreements, terms of service, maintenance agreements, and the like, whether existing in hard copy or in an electronic or online format such as "clickwrap" or "browsewrap" (collectively, "Software Agreements"). The parties acknowledge that the FAR clause at 12.212(a) requires the

SECTION H – SPECIAL CONTRACT REQUIREMENTS

Government to procure such tools and their associated documentation under such Software Agreements to the extent such Software Agreements are consistent with Federal law.

H.25.2 In order to ensure that the Software Agreements are consistent with Federal law, the contractor shall not make any purchase contemplated in Section C above without first securing the consent of the licensor of such software tools to amend the Software Agreements in accordance with the Amendment clause set forth in Section H.25.4 below. The contractor shall submit documentary evidence of such consent as part of its technical proposal.

H.25.3 The requirements of this Section H apply only to those commercial software tools newly purchased under this TO; they do not apply to software furnished as GFI/GFE (if any). Further, they apply only to those Software Agreements that define the Government as the licensee or are intended to be transferred or assigned to the Government, with the Government becoming the licensee, at the end of this TO.

H.25.4 As used in the Amendment clause, the term "this Agreement" refers to each Software Agreement. The relevant definitions and the capitalization of terms (e.g., Licensee, Licensor, Software, Agreement) may be adjusted as necessary to match the nomenclature of the Software Agreement.

Amendment

For Federal Government Licensees, this Agreement is hereby amended as follows:

1. ***Dispute resolution and governing law:*** Any arbitration, mediation or similar dispute resolution provision in this Agreement is hereby deleted. This Agreement shall be governed by and interpreted and enforced in accordance with the laws of the United States of America, and dispute resolution shall take place in a forum, and within the time period, prescribed by applicable federal law. To the extent permitted by federal law and then only to the extent not pre-empted by federal law, the laws of the state specified in this Agreement (excluding its choice of law rules) will apply. No equitable or injunctive relief, and no shifting of legal fees or costs, may be sought against the Federal Government Licensee except as, and then only to the extent, specifically authorized by applicable federal statute.
2. ***Indemnification:*** Any provisions in this Agreement requiring any Federal Government Licensee to indemnify any party are hereby deleted and shall not apply. Any provisions requiring the licensor to indemnify the Federal Government Licensee shall be revised to state that such indemnification, and the conduct and/or settlement of any applicable proceedings, shall be subject to 28 USC 516.
3. ***Changes in templates:*** This Agreement shall apply in the version attached hereto. Subsequent updates to or changes in the licensor's standard commercial templates for such agreements shall not be binding on the Federal Government Licensee, except by prior express written agreement of both parties.
4. ***Fees, taxes and payment:*** If the Software is licensed as part of a separate Government contract between the Federal Government Licensee and a prime contractor, the provisions of such contract regarding fees, taxes and payment

SECTION H – SPECIAL CONTRACT REQUIREMENTS

shall supersede any provisions of this Agreement regarding same.

Notwithstanding the foregoing: (a) express written agreement of the Federal Government Licensee shall be required prior to (i) any extension or renewal of this Agreement or the associated fees or (ii) any change in the fees; (b) late payments shall be governed by the Prompt Payment Act and the regulations at 5 CFR 1315; and (c) no cost of collection on delinquent invoices may be sought against the Federal Government Licensee except as, and then only to the extent, specifically authorized by applicable federal statute.

5. **Assignment:** Licensor may not assign this Agreement or its rights or obligations there under, in whole or in part, except in accordance with the procedures set forth in FAR subparts 32.8 and/or 42.12, as applicable.
6. **No waiver of liability or cause of action:** Any provision requiring the Federal Government Licensee to agree to waive or otherwise not to pursue any claim against the licensor it may otherwise have is hereby deleted. Without limiting the generality of the foregoing, the parties agree that nothing in this Agreement, including but not limited to the limitation of liability clauses, in any way grants the licensor a waiver from, release of, or limitation of liability pertaining to, any past, current or future violation of federal law and that no clause restricting users' statements shall be read to restrict the Federal Government Licensee's ability to pursue any course of action otherwise permitted by federal law, regulation, or policy, including without limitation making public statements in connection with any suspension or debarment action.
7. **Audit:** Any clauses in this Agreement allowing for an audit of the Federal Government Licensee's records or information systems, or verification of its compliance with this Agreement generally, shall be subject to the Federal Government Licensee's requirements pertaining to security matters, including without limitation clearances to be held and non-disclosure agreements to be executed by auditors, badging or escorting requirements for access to premises, and other applicable requirements. Any over-use identified in an audit shall be referred to the prime contractor or the Federal Government Licensee's contracting officer (as applicable) for action. No audit costs may be sought against the Federal Government Licensee except as, and then only to the extent, specifically authorized by applicable federal statute.
8. **Compliance with laws:** The parties acknowledge that the United States, as a sovereign, is subject to the laws of the United States. Nothing in this Agreement shall be interpreted to imply consent by any Federal Government Licensee to submit to the adjudicative or enforcement power of any regulatory, administrative, or judicial authority of, or the application of the laws of, another jurisdiction. Any provision inconsistent with applicable federal law that is not listed above is hereby deemed omitted from this Agreement to the extent of such inconsistency.
9. **Third party terms:** Any third party licensing terms associated with third-party software components or products embedded in or otherwise provided with the Software shall be deemed amended in accordance with sections 1-8 above.

H.26 INTELLECTUAL PROPERTY RIGHTS

The existence of any patent, patent application or other intellectual property right that encumbers any deliverable must be disclosed in writing on the cover letter that accompanies the delivery. If no such disclosures are provided, the data rights provisions in FAR 52.227-14 apply. The Software Agreements referenced in Section H.25, amended as contemplated therein, shall be deemed to constitute such disclosure with regard to their associated commercial software tools and shall prevail over any inconsistent provision in FAR 52.227-14 to the extent of such inconsistency.

H.27 AWARD FEE

See the Award Fee Determination Plan in **Section J, Attachment H**.

H.28 CONTRACTOR IDENTIFICATION

As stated in 48 CFR 211.106, Purchase Descriptions for Service Contracts, contractor personnel shall identify themselves as contractor personnel by introducing themselves or being introduced as contractor personnel and by displaying distinguishing badges or other visible identification for meetings with Government personnel. Contractor personnel shall appropriately identify themselves as contractor employees in telephone conversations and in formal and informal written correspondence.

SECTION I – CONTRACT CLAUSES

NOTE: The Section numbers in this TO correspond to the Section numbers in the Alliant Contract.

I.2 FAR 52.252-2 CLAUSES INCORPORATED BY REFERENCE (FEB 1998)

This TO incorporates one or more clauses by reference with the same force and effect as if they were given in full text. Upon request the CO will make their full text available. Also, the full text of a provision may be accessed electronically at:

FAR website: <https://www.acquisition.gov/far/>

Clause No	Clause Title	Date
52.203-13	Contractor Code of Business Ethics and Conduct	(Apr 2010)
52.203-14	Display of Hotline Posters (fill in or provide link to client's posters)	(Dec 2007)
52.204-10	Reporting Executive Compensation and First Tier Subcontract Awards	(Jul 2013)
52.215-21	Requirements for Cost or Pricing Data or Information Other than Cost or Pricing Data – Modifications	(Oct 2010)
52.219-8	Utilization of Small Business Concerns	(Jul 2013)
52.223-15	Energy Efficiency in Energy Consuming Products	(Dec 2007)
52.223-16	IEEE 1680 Standard for the Environmental Assessment of Personal Computer Products	(Dec 2007)
52.227-14	Rights in Data – General	(Dec 2007)
52.227-14	Rights In Data – General Alternate II or III (Use FAR Clause (52.227-14))	(Dec 2007)
52.227-15	Representation of Limited Rights Data and Restricted Computer Software	(Dec 2007)
52.227-17	Rights In Data Special Works	(Dec 2007)
52.227-21	Technical Data Declaration Revision and Withholding of Payment – Major Systems	(Dec 2007)
52.232-18	Availability of Funds	(Apr 1984)
52.232-20	Limitation of Cost	(Apr 1984)
52.232-22	Limitation of Funds	(Apr 1984)
52.232-99	Providing Accelerated Payment to Small Business Subcontractors (Deviation)	(Aug 2012)
52.244-6	Subcontracts for Commercial Items	(Dec 2013)
52.251-1	Government Supply Sources	(Aug 2012)

SECTION I – CONTRACT CLAUSES

I.2.1 CLAUSES INCORPORATED BY FULL TEXT

52.217-8 OPTION TO EXTEND SERVICES (NOV 1999)

The Government may require continued performance of any services within the limits and at the rates specified in the contract. These rates may be adjusted only as a result of revisions to prevailing labor rates provided by the Secretary of Labor. The option provision may be exercised more than once, but the total extension of performance hereunder shall not exceed 6 months. The Contracting Officer may exercise the option by written notice to the Contractor within 30 days of the end of the period of performance.

(End of clause)

52.217-9 OPTION TO EXTEND THE TERM OF THE CONTRACT (MAR 2000)

(a) The Government may extend the term of this contract by written notice to the Contractor within 30 days; provided that the Government gives the Contractor a preliminary written notice of its intent to extend at least 60 days before the contract expires. The preliminary notice does not commit the Government to an extension.

(b) If the Government exercises this option, the extended contract shall be considered to include this option clause.

(c) The total duration of this contract, including the exercise of any options under this clause, shall not exceed 66 months.

(End of clause)

I.3 GENERAL SERVICES ADMINISTRATION ACQUISITION MANUAL (GSAM), INCORPORATED BY REFERENCE

The full text of a provision may be accessed electronically at:

GSAM website: <https://www.acquisition.gov/gsam/gsam.html>

Clause No	Clause Title	Date
552.232.25	Prompt Payment	(Nov 2009)

I.15 DEFENSE FEDERAL ACQUISITION REGULATION SUPPLEMENTS (DFARS) CLAUSES INCORPORATED BY REFERENCE

The full text of a provision may be accessed electronically at:

Defense Procurement website:

www.acq.osd.mil/dpap/dars/dfarspgi/current/index.html

Or

<http://farsite.hill.af.mil/>

SECTION I – CONTRACT CLAUSES

Clause No	Clause Title	Date
252.201-7000	Contracting Officer's Representative	(DEC 1991)
252.203-7000	Requirements Relating to Compensation of Former DoD Officials.	(SEP 2011)
252.203-7002	Requirement to Inform Employees of Whistleblower Rights	(JAN 2009)
252.203-7003	Agency Office of the Inspector General	(DEC 2012)
252.203-7005	Representation Relating to Compensation of Former DoD Officials	(NOV 2011)
252.204-7000	Disclosure of Information	(DEC 1991)
252.204-7003	Control of Government Personnel Work Product	(APR 1992)
252.204-7004	Alternate A, System for Award Management	(FEB 2014)
252.204-7005	Oral Attestation of Security Responsibilities	(NOV 2001)
252.204-7007	Alternate A, Annual Representations and Certifications	(AUG 2014)
252.204-7012	Safeguarding of Unclassified Controlled Technical Information	(NOV 2013)
252.205-7000	Provision of Information to Cooperative Agreement Holders	(DEC 1991)
252.206-7000	Domestic Source Restriction	(DEC 1991)
252.209-7001	Disclosure of Ownership of Control by the Government of a Terrorist Country	(JAN 2009)
252.209-7002	Disclosure of Ownership or Control by a Foreign Government	
252.211-7007	Reporting Government-Furnished Property	(AUG 2012)
252.216-7005	Award Fee	(FEB 2011)
252.223-7004	Drug-Free Work Force	(SEP 1988)
252.227-7013	Rights in Technical Data - Noncommercial Items	(Mar 2011)
252.227-7014	Rights in Noncommercial Computer Software and Noncommercial Computer Software Documentation	(Mar 2011)
252.227-7016	Rights in Bid or Proposal Information	(Jan 2011)
252.227-7019	Validation of Asserted Restrictions - Computer Software	(Jun 1995)
252.227-7028	Technical Data or Computer Software Previously Delivered to the Government	(Jun 1995)
252.232-7010	Levies on Contract Payments	(DEC 2006)
252.239-7001	Information Assurance Contractor Training and Certification	(JAN 2008)
<u>252.244-7001</u>	<u>Contractor Purchasing System Administration</u>	<u>(MAY 2014)</u>
<u>252.244-7001</u>	<u>Contractor Purchasing System Administration-</u> <u>(Alternate)-1</u>	<u>(MAY 2014)</u>
252.245-7002	Reporting Loss of Government Property	(APR 2012)

SECTION I – CONTRACT CLAUSES

Clause No	Clause Title	Date
252.245-7003	Contractor Property Management System Administration	
252.245-7004	Reporting, Reutilization, and Disposal	
252.246-7001	Warranty of Data	(Dec 1991)
252.246-7007	Contractor Counterfeit Electronic Part Detection and Avoidance System	(MAY 2014)

SECTION J – LIST OF ATTACHMENTS

J.1 LIST OF ATTACHMENTS

Attachment	Title
A	COR Appointment Letter
B	Sample Monthly Status Report
C	Department of Defense (DD) 254 (electronically attached .pdf)
D	Travel Authorization Template
E	Consent to Purchase Template (electronically attached .xls)
F	Corporate Non-Disclosure Agreement
G	Incremental Funding Chart (electronically attached .xls) (Attached at award)
H	Award Fee Determination Plan
I	Service Level Agreement/Performance Metrics Format
J	DCITA Asset/Equipment List (To be removed at TOA)
K	DCITA Current Course Listing (To be removed at TOA)
L	DCITA Course Descriptions (To be removed at TOA)
M	DCITA Course Quota Form (To be removed at TOA)
N	DCITA In-residence and Online Class Schedule (To be removed at TOA)
O	Acronym List
P	Problem Notification Report
Q	DCITA Courses Design Document (To be removed at TOA)
R	DCITA Instructor Guide – INCH (To be removed at TOA)
S	DCITA Student Guide – INCH (To be removed at TOA)
T	AFH 36-2235
U	DLSS Technical Specifications (To be removed at TOA)
V	DODI 8500.01
W	DODI 8510.01
X	AFI 33-200
Y	AFI 33-210
Z	DCITA Network Diagrams (To be removed at TOA)
AA	Negotiated Ceiling Rates (Provided after TOA)
AB	Project Staffing Plan Template (To be removed at TOA)
AC	Key Personnel Qualification Matrix (To be removed at TOA)
AD	Offeror Q&A Template (To be removed at TOA)
AE	Cost/Price Supporting Excel Workbook ((To be removed at TOA)

SECTION J – LIST OF ATTACHMENTS

COR Appointment Letter

(Electronically attached .docx)

SECTION J – LIST OF ATTACHMENTS

SAMPLE MSR

ATTACHMENT A

MONTHLY STATUS REPORT FOR (MONTH AND YEAR)

Contractor Name
Task Order Number
Prepared by:
Reporting Period:
Page 1 of __

Monthly Status Report

Work Planned for the Month

Work Completed During the Month

Work Not Completed During the Month

Work Planned for Next Month

Contract Meetings

Indicate the meeting date, meeting subject, persons in attendance and duration of the meeting.

Deliverable Status

Issues/Questions/Recommendations

Risks

Indicate potential risks, their probability, impact, and proposed mitigation strategy.

Funds/Hours Expended

Total hours expended by the contractor during the week. Total funds expended by the contractor during the week.

SECTION J – LIST OF ATTACHMENTS

DD254

(Electronically Attached .doc)

SECTION J – LIST OF ATTACHMENTS

REQUEST FOR TRAVEL AUTHORIZATION				
**Request must contain this information at a minimum				
Date		Travel Request No.		
FEDSIM Project Number		Contract No.		
TO CLIN Number		Task Order No.		
Project Title				
Name of Traveler				
Name of Company (Contractor/Subcontractor)				
Origination				
Destination				
Departure Date				
Return Date				
Organization(s) Visited				
Purpose of Travel				
Requested by	Name of Government Person			
Trip Report Required	Yes			
		Daily Amt	No of Days	Totals
Estimated Travel Costs	Airfare for 1 person			\$ -
	Rental Car			\$ -
	Lodging			\$ -
	Lodging & Taxes			
	MIE			\$ -
	Transportation			\$ -
	Parking at Airport			\$ -
	Other: POV & Gas			\$ -
	Other: {Identify}			\$ -
	Subtotal			\$ -
G&A:	G&A @ X %:			\$ -
	Total			\$ -
DCITA/HRC Technical POC	Typed Name			
	(Signature)			
COR Approval	Typed Name			
	Signature and Date			

SECTION J – LIST OF ATTACHMENTS

**CONSENT TO PURCHASE TEMPLATE
(Electronically Attached .doc)**

SECTION J – LIST OF ATTACHMENTS

**NON-DISCLOSURE AGREEMENT
BETWEEN
U.S. GENERAL SERVICES ADMINISTRATION (GSA)
FEDERAL SYSTEMS INTEGRATION AND MANAGEMENT CENTER (FEDSIM)
AND
Offeror Company Name**

This agreement, made and entered into this _____ day of _____, 2013 (the “Effective Date”), is by and between GSA and **Offeror Company Name**.

WHEREAS, Offeror Company Name and GSA FEDSIM have entered into Task Order No. ~~XXXXXXXXXXXX~~ for services supporting the DEFENSE CYBER INVESTIGATIVE TRAINING ACADEMY (DCITA) TRAINING AND MODERNIZATION SUPPORT ORDER~~U.S. ARMY, HUMAN RESOURCES COMMAND, ENTERPRISE TECHNOLOGY SUPPORT ORDER (ETSO);~~

WHEREAS, Offeror Company Name is providing Enterprise Technology Support services under the Task Order;

WHEREAS, the services required to support the ~~ARMY, HUMAN RESOURCES COMMAND, , ENTERPRISE TECHNOLOGY SUPPORT ORDER (ETSO DCITA TRAINING AND MODERNIZATION SUPPORT ORDER)~~ requirement, involve certain information which the Government considers to be "Confidential Information"¹ as defined herein;

WHEREAS, GSA desires to have **Offeror Company Name** support to accomplish the Task Order services and, therefore, must grant access to the Confidential Information;

WHEREAS Offeror Company Name through its work at a Government site may have access to Government systems or encounter information unrelated to performance of the Task Order which also is considered to be Confidential Information as defined herein;

WHEREAS, GSA on behalf of ~~U.S. ARMY, HUMAN RESOURCES COMMAND~~DCITA desires to protect the confidentiality and use of such Confidential Information;

NOW, THEREFORE, for and in consideration of the mutual promises contained herein, the parties agree as follows:

- 1. Definitions.** “Confidential Information” shall mean any of the following: (1) "offeror bid or proposal information" and "source selection information" as those terms are defined in 41 U.S.C. § 2101; (2) the trade secrets or proprietary information of other companies; (3) other information, whether owned or developed by the Government, that has not been previously

¹ This does not denote an official security classification.

SECTION J – LIST OF ATTACHMENTS

made available to the public, such as the requirements, funding or budgeting data of the Government; and *for contracts/orders providing acquisition assistance*, this term specifically includes (4) past performance information, actual/proposed costs, overhead rates, profit, award fee determinations, offeror employee data of offerors/offers, methods or procedures used to evaluate performance, assessments, ratings or deliberations developed in an evaluation process, the substance of any discussions or deliberations in an evaluation process, and any recommendations or decisions of the Government unless and until such decisions are publicly announced. This term is limited to unclassified information.

2. **Limitations on Disclosure.** **Offeror Company Name** agrees (and the **Offeror Company Name** Task Order personnel must agree by separate written agreement with **Offeror Company Name** not to distribute, disclose or disseminate Confidential Information to anyone beyond the personnel identified in the regularly updated ADDENDUM, unless authorized in advance by the GSA Contracting Officer in writing. The Contracting Officer and the **U.S. Army HRCDCITA** POC will review the Addendum to ensure it includes only those individuals to be allowed access to the information. The Addendum, which may be updated from time to time, is approved when signed by the GSA Contracting Officer and the **U.S. Army HRCDCITA** POC.
3. **Agreements with Employees and Subcontractors.** **Offeror Company Name** will require its employees and any subcontractors or subcontractor employees performing services for this Task Order to sign non-disclosure agreements obligating each employee/subofferor employee to comply with the terms of this agreement. **Offeror Company Name** shall maintain copies of each agreement on file and furnish them to the Government upon request.
4. **Statutory Restrictions Relating to Procurement Information.** **Offeror Company Name** acknowledges that certain Confidential Information may be subject to restrictions in Section 27 of the Office of Federal Procurement Policy Act (41 U.S.C. § 2104), as amended, and disclosures may result in criminal, civil, and/or administrative penalties. In addition, **Offeror Company Name** acknowledges that 18 U.S.C. § 1905, a criminal statute, bars an employee of a private sector organization from divulging certain confidential business information unless authorized by law.
5. **Limitations on Use of Confidential Information.** **Offeror Company Name** may obtain Confidential Information through performance of the Task Order orally or in writing. These disclosures or this access to information is being made upon the basis of the confidential relationship between the parties and, unless specifically authorized in accordance with this agreement, **Offeror Company Name** will:
 - a) Use such Confidential Information for the sole purpose of performing the , **ENTERPRISE TECHNOLOGY SUPPORT ORDER (ETSODCITA)** requirements detailed in the Task Order and for no other purpose;
 - b) Not make any copies of Confidential Information, in whole or in part;
 - c) Promptly notify GSA in writing of any unauthorized misappropriation, disclosure, or use by any person of the Confidential Information which may come to its attention and take all steps reasonably necessary to limit, stop or otherwise remedy such misappropriation, disclosure, or use caused or permitted by a **Offeror Company Name** employee.

SECTION J – LIST OF ATTACHMENTS

6. **Duties Respecting Third Parties** **Offeror Company Name** will have access to the proprietary information of other companies in performing Task Order support services for the Government, **Offeror Company Name** shall enter into agreements with the other companies to protect their information from unauthorized use or disclosure for as long as it remains proprietary and refrain from using the information for any purpose other than that for which it was furnished. **Offeror Company Name** agrees to maintain copies of these third party agreements and furnish them to the Government upon request in accordance with 48 C.F.R. § 9.505-4(b).
7. **Notice Concerning Organizational Conflicts of Interest.** **Offeror Company Name** agrees that distribution, disclosure or dissemination of Confidential Information (whether authorized or unauthorized) within its corporate organization or affiliates, may lead to disqualification from participation in future Government procurements under the organizational conflict of interest rules of 48 C.F.R. § 9.5.
8. **Entire Agreement.** This Agreement constitutes the entire agreement between the parties and supersedes any prior or contemporaneous oral or written representations with regard to protection of Confidential Information in performance of the subject Task Order. This Agreement may not be modified except in writing signed by both parties.
9. **Governing Law.** The laws of the United States shall govern this agreement.
10. **Severability.** If any provision of this Agreement is invalid or unenforceable under the applicable law, the remaining provisions shall remain in effect.

In accordance with Public Law No. 108-447, Consolidated Act, 2005, the following is applicable:

These restrictions are consistent with and do not supersede, conflict with, or otherwise alter the employee obligations, rights, or liabilities created by Executive Order No. 12958; section 7211 of title 5, United States Code (governing disclosures to Congress); section 1034 of title 10, United States Code, as amended by the Military Whistleblower Protection Act (governing disclosure to Congress by members of the military); section 2302(b)(8) of title 5, United States Code, as amended by the Whistleblower Protection Act (governing disclosures of illegality, waste, fraud, abuse or public health or safety threats); the Intelligence Identities Protection Act of 1982 (50 U.S.C. 421 et seq.) (governing disclosures that could expose confidential Government agents); and the statutes which protect against disclosure that may compromise the national security, including sections 641, 793, 794, 798, and 952 of title 18, United States Code, and section 4(b) of the Subversive Activities Act of 1950 (50 U.S.C. 783(b)). The definitions, requirements, obligations, rights, sanctions, and liabilities created by said Executive order and listed statutes are incorporated into this agreement and are controlling.

11. **Beneficiaries.** If information owned by an individual or entity not a party to this agreement is disclosed or misappropriated by **Offeror Company Name** in breach of this agreement,

SECTION J – LIST OF ATTACHMENTS

such information owner is a third party beneficiary of this agreement. However, nothing herein shall create an independent right of action against the U.S. Government by any third party.

IN WITNESS WHEREOF, GSA and **Offeror Company Name** have caused the Agreement to be executed as of the day and year first written above.

UNITED STATES GENERAL SERVICES ADMINISTRATION

Name

Date

Contracting Officer

Offeror Company Name

Name*

Date

Title

*Person must have the authority to bind the company.

SECTION J – LIST OF ATTACHMENTS

**INCREMENTAL FUNDING CHART
(Electronically Attached)**

SECTION J – LIST OF ATTACHMENTS

AWARD FEE DETERMINATION PLAN
For
Defense Cyber Crime Center (DC3)
Defense Cyber Investigative Training Academy (DCITA)
Training and Modernization Support
GST0014AJ0106

This AFDP is applicable to Period (*insert Date - Date*)

SECTION 1: INTRODUCTION

This Award Fee Determination Plan (AFDP) provides procedures for evaluating the Contractor's performance on the *DC3 DCITA Training and Modernization* Task Order on a Cost-Plus-Award-Fee (CPAF) basis for Task Order GST0014AJ0106. A Quality Assurance Surveillance Plan (QASP) is a FAR 46.401 requirement; this AFDP replaces the QASP for the work performed on a CPAF basis. The AFDP may be revised unilaterally by the Government at any time during the period of performance. The Government will make every attempt to provide changes to the contractor 15 workdays prior to the start of the evaluation period to which the change will apply. The AFDP may be re-evaluated each evaluation period with input from the contractor. The award fee objective for this Task Order is to afford the Contractor the opportunity to earn award fee commensurate with optimum performance:

- By providing a workable AFDP with a high probability of successful implementation.
- By clearly communicating evaluation procedures that provide effective two-way communication between the Contractor and the Government.
- By focusing the Contractor on areas of greatest importance in order to motivate outstanding performance.

The amount of the Award Fee earned and payable to the Contractor for achieving specified levels of performance will be determined by the Award Fee Determination Official (AFDO), with the assistance of the Award Fee Evaluation Board (AFEB), per this Plan. The maximum fee payable for any period is 100% of the Award Fee Pool Allocation. The Contractor may earn all, part, or none of the Award Fee allocated to an evaluation period.

Standard terms used in the AFDP are:

Award Fee Pool: The maximum award fee pool established at award.

Award Fee Pool Allocation: The amount of the award fee pool that is allocated and potentially earned from the Award Fee Pool for the specific award fee period subject to the AFDP.

SECTION J – LIST OF ATTACHMENTS

SECTION 2: EVALUATION PERIODS

The Government will evaluate Contractor performance every six months to determine award fee payment. Each Cost-Plus-Award-Fee labor Contract Line Item Number (CLIN) will contain two distinct Award Fee Evaluation Periods for a twelve-month period. Mid-Period reviews will be scheduled concurrent with in-process reviews as practicable.

Award Fee Evaluation Periods

CLIN(s)	PERIOD	Award Fee Evaluation Period Dates (Month, Day, Year)
X001	1	<i>February 23, 2015 – August 22, 2015</i>
X001	2	<i>August 23, 2015 – February 22, 2016</i>
X001	3	<i>February 23, 2016 - August 22, 2016</i>
X001	4	<i>August 23, 2016 – February 22, 2017</i>
X001	5	<i>February 23, 2017 – August 22, 2017</i>
X001	6	<i>August 23, 2017 – February 22, 2018</i>
X001	7	<i>February 23, 2018 – August 22, 2018</i>
X001	8	<i>August 23, 2018 – February 22, 2019</i>
X001	9	<i>February 23, 2019 – August 22, 2019</i>
X001	10	<i>August 23, 2019 – February 22, 2020</i>

The Award Fee periods may be changed at the unilateral discretion of the Government.

SECTION 3: AWARD FEE POOL ALLOCATION FORMULA

3.1 Maximum Award Fee

The maximum Award Fee Pool for Task Order *GST0014AJ0106* over the life of the Task Order/Contract) is.

The maximum Award Fee Pool Allocation determined for each period shall never exceed the matching proportional amount of Award Fee listed in Task Order Section B CLIN for the applicable period of performance.

3.2 Allowable Award Fee Pool Allocation Methods

There two methods to determine the maximum Award Fee Pool Allocation for each period.

3.2.1 Planned Value

Prior to the start of an award fee evaluation period, the AFDP is incorporated into the Task Order by modification, identifying in Section 4 and Section 8:

- Planned Cost for the Award Fee Evaluation Period (SECTION 4).
- Cost Control Criteria (SECTION 8).
- Service Level Agreements on Cost Control encouraging reductions in cost to achieve higher award fee and/or higher return on sale (SECTION 8).

3.2.2 Incurred Cost

In the absence of a documented Planned Value, the Award Fee Pool Allocation shall be based on the incurred cost for the period. Incurred cost data shall be provided by the Contractor after the end of the Award Fee Evaluation Period, as calculated and reported by the Contractor's approved Cost Accounting System.

3.3 Prohibited Award Fee Pool Allocation Methods

3.3.1 Funded Cost

Funded cost will inherently exceed incurred cost. Award Fee Pool Allocations based on the funded cost would artificially increase the total effective award fee percentage higher than the negotiated amount at award. Funded cost shall never be utilized.

3.3.2 Estimated Cost

Estimated costs at award will inherently exceed incurred cost. Award Fee Pool Allocations based on the estimated cost would artificially increase the total award fee percentage higher than the negotiated amount at award. Estimated cost shall never be utilized.

3.3.3 Equal Distribution

Equal distribution of the maximum Award Fee Pool inherently deviates from the award fee percentage negotiated at award. Planned value and incurred cost are superior methodologies to provide a consistent and fair Award Fee Pool Allocation pool. Equal distribution shall never be utilized.

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3.3.4 Weighted Distribution

Weighted distribution of the maximum Award Fee Pool inherently deviates from the award fee percentage negotiated at award. Planned Value and Incurred Cost are superior methodologies to provide a consistent and fair Award Fee Pool Allocation that correspond inherently to high levels of effort. Weighted distribution shall never be utilized.

3.4 First Award Fee Evaluation Period

The first Award Fee Evaluation Period for all CPAF awards will default to utilizing incurred cost to determine the Award Fee Pool Allocation. Transition activities inherently introduce level of effort variation. A Planned Value cannot be determined prior to award. Subsequent award fee evaluation periods should progress towards Planned Value.

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SECTION 4: AWARD FEE PLANNED VALUE / RESULTS REPORTING

4.1 Initial Award Fee Evaluation Period

The Award Fee Planned Value/Results Reporting Table is completed after the end of the first Award Fee Evaluation Period. The fields to be completed are Cost Incurred, Available Award Fee Pool Allocation, Earned Fee, and Unearned Fee.

4.2 Second and Subsequent Award Fee Evaluation Period

If the Award Fee Pool Allocation methodology is progressing from Incurred Cost to Planned Value, the Planned Value amount shall be recorded in the table below prior to the start of the section evaluation period.

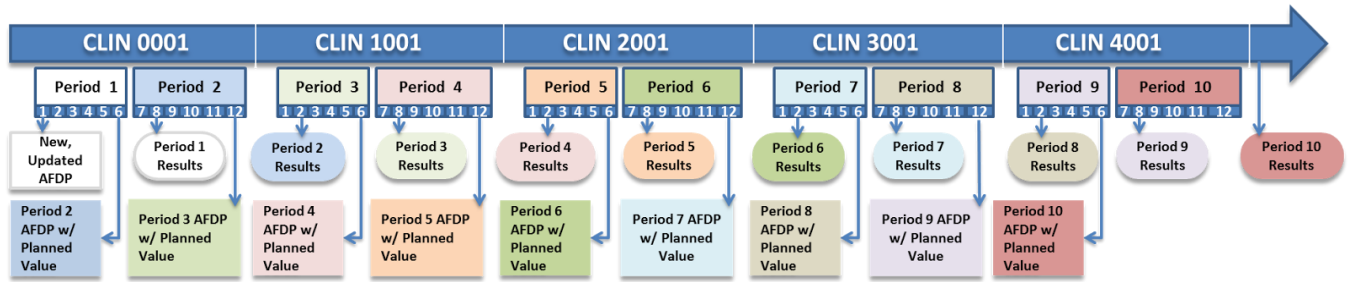
The Available Award Fee Pool Allocation, Earned Fee, and Unearned Fee are completed after each award fee period to record results. If Planned Value allocation was not used, the default Cost Incurred will be reported at the end of the award fee period.

Award Fee Planned Value/Results Reporting Table

Year	Period	Planned Value (Estimated Cost + Award Fee)	Cost Incurred (if Planned Value not available)	Award Fee Pool Allocation	Earned Award Fee	Unearned Fee
Base Year	1					
Base Year	2					
Option Year 1	3					
Option Year 1	4					
Option Year 2	5					
Option Year 2	6					
Option Year 3	7					
Option Year 3	8					
Option Year 4	9					
Option Year 4	10					

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Timeline for Planned Value



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SECTION 5 - AWARD FEE EVALUATION RATINGS

The following table shows the Award Fee Pool Allocation percentage by scores. The definition for each rating adjective is shown in Section 3.3.

Rating	Percentage of Fee
Excellent	91%-100%
Very Good	76%-90%
Good	51%-75%
Satisfactory	No Greater than 50%
Unsatisfactory	0%

The performance categories, once graded, describe the overall customer satisfaction with the tasks' key indicators. Contained in the ratings is a word picture of standards that allows each monitor to work from a common grading scale.

EXCELLENT

Contractor has exceeded almost all of the significant award-fee criteria and has met overall cost, schedule, and technical performance requirements of the contract in the aggregate as defined and measured against the criteria in the AFDP for the award-fee evaluation period.

VERY GOOD

Contractor has exceeded many of the significant award-fee criteria and has met overall cost, schedule, and technical performance requirements of the contract in the aggregate as defined and measured against the criteria in the AFDP for the award-fee evaluation period.

GOOD

Contractor has exceeded some of the significant award-fee criteria and has met overall cost, schedule, and technical performance requirements of the contract in the aggregate as defined and measured against the criteria in the AFDP for the award-fee evaluation period.

SATISFACTORY

Contractor has met overall, cost, schedule, and technical performance requirements of the contract in the aggregate as defined and measured against the criteria in the AFDP for the award fee evaluation period.

UNSATISFACTORY

Contractor has failed to meet overall cost, schedule, and technical performance requirements of the contract in the aggregate as defined and measured against the criteria in the AFDP for the award-fee evaluation period.

SECTION 6: ORGANIZATIONAL STRUCTURE OF AWARD FEE DETERMINATION

6.1 Award Fee Determination Official (AFDO)

The AFDO is the FEDSIM Group Manager. The Contracting Officer (CO) will appoint the AFDO in writing.

The AFDO's responsibilities are:

- Approve the AFDP and authorize any changes to the AFDP throughout the life of the Task Order.
- Approve the members of the AFEB and appoint the AFEB Chairperson.
- Review assessments of Contractor performance. Feedback coordinated with the AFEB will be provided to the Contractor as appropriate during the evaluation period to enhance overall performance and minimize problems.
- Determine the amount of award fee the Contractor has earned based on its performance during each evaluation period.

6.2 Award Fee Evaluation Board (AFEB)

The AFEB has a Chairperson, Client Representatives (DC3/DCITA) and/or Technical Point of Contact(s) (TPOCs). Other voting members of the board are the FEDSIM Contracting Officer's Representative (COR) and representatives from the Client Organization (DC3/DCITA). The FEDSIM CO is a non-voting advisory member of the AFEB. Additional non-voting board members may be Performance Monitors as deemed appropriate by the AFEB Chairperson. The following table provides the title or role of the individuals that are members of the AFEB. Substitutions are permitted in the event of a schedule conflict, subject to approval by the AFEB Chairperson. Attendance of the non-voting members is not required to convene a board.

Board Position	Title/Role
Chairperson	<i>FEDSIM Contracting Officer's Representative</i>
AFEB Voting Member	<i>DC3/DCITA Representative</i>
AFEB Voting Member	<i>DC3/DCITA Representative</i>
AFEB Voting Member **	<i>Placeholder</i>
AFEB Voting Member **	<i>Placeholder</i>
AFEB Non-Voting Member	FEDSIM Contracting Officer
AFEB Non-Voting Member(s)	<i>FEDSIM, Contract Specialist</i>

** Optional seats. The AFEB Chairperson may appoint as many AFEB Voting members as desired but must have three voting members in addition to the Chairperson.

Non-voting members will participate in AFEB assessments of Performance Monitor evaluations and discussions of award fee recommendations. Additionally, non-voting members are allowed to submit written reports on Contractor performance to the AFEB for its consideration.

The responsibilities of the AFEB are:

- a. Recommend to the AFDO the specific elements upon which the Contractor will be evaluated for each evaluation period.

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Amendment 4

Attachment H

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- b. Request and obtain performance information from Performance Monitors involved in observing Contractor performance.
- c. Evaluate the Contractor's performance and summarize its findings and recommendations for the AFDO.
- d. Recommend to the AFDO the percentage of award fee available during an evaluation period which the Contractor should receive.

6.2.1 AFEB Chairperson

The responsibilities of the AFEB Chairperson are to:

- a. Conduct AFEB meetings.
- b. Resolve any inconsistencies in the AFEB evaluations.
- c. Ensure AFEB recommendations to the AFDO are timely and made in accordance with the Award Fee Agreement and this Plan.
- d. Ensure timely payment of award fee earned by the Contractor.
- e. Recommend any changes to the AFDP to the AFDO.
- f. Ensure and have overall responsibility for the proper execution of the AFDP including managing the activities of the AFEB.
- g. Exerts overall responsibility for all documents and activities associated with the AFEB.
- h. Maintain the award fee files, including current copy of the AFDP, any internal procedures, Performance Monitor's reports, and any other documentation having a bearing on the AFDO's award fee decisions.

6.2.2 Performance Monitors

Government and Task Order support personnel will be identified by the AFEB Chairperson as Performance Monitors to aid the AFEB in making its recommendation for award fee. Performance Monitors (responsible for the technical administration of specific tasks issued under the Contract) document the Contractor's performance against evaluation criteria in their assigned evaluation areas(s). The primary responsibilities of the Performance Monitors include:

- Monitoring, evaluating, and assessing Contractor performance in assigned areas.
- Preparing evaluation reports (scorecards) that ensure a fair and accurate portrayal of the Contractor's performance.
- Recommending changes to the AFDP to the AFEB Chairperson.

These Performance Monitors will submit written reports, as required by the AFEB Chairperson, on the Contractor's performance to the AFEB for consideration. Submission of their reports will be coordinated through the AFEB Chairperson. Procedures and instructions for the Performance Monitors regarding midterm and final evaluations are provided below. The final report will be comprehensive and will be completed and submitted to the AFEB Chairperson in a timely manner.

SECTION 7: AWARD FEE DETERMINATION PROCESS

The Contractor begins each evaluation period with zero percent of the available award fee and works up to the earned award fee based on performance during the evaluation period.

7.1 Monitoring and Assessing Performance

The AFEB Chairperson will assign Performance Monitors for the major performance areas. The Performance Monitors will be selected on the basis of their expertise in the prescribed performance areas and/or their association with specific technical tasks. The AFEB Chairperson may assign and change Performance Monitors assignments at any time without notice to the Contractor. The AFEB Chairperson will ensure that each Monitor and board member has copies of the Task Order and all modifications, a copy of this Plan, and all changes and specific instructions for assigned areas.

Performance Monitors will conduct assessments of the Contractor performance in their assigned areas. Feedback coordinated with the AFEB Chairperson will be provided to the Contractor as appropriate during the evaluation period to enhance overall performance and minimize problems.

7.1.1 Instructions for Performance Monitors

Performance Monitors will maintain a periodic written record of the Contractor's performance, including inputs from other Government personnel, in the evaluation areas of responsibility. Performance Monitors will retain informal records used to prepare evaluation reports for 12 months after the completion of an evaluation period to support any inquiries made by the AFDO. Performance Monitors will conduct assessments in an open, objective, and cooperative spirit, so that a fair and accurate evaluation is made. Performance Monitors will make every effort to be consistent from period to period in their approach to determine recommended ratings. Positive accomplishments should be emphasized just as readily as negative ones.

- a. Performance Monitor Evaluation Reports. Performance Monitors will prepare midterm and final evaluation reports for each evaluation period during which they are Performance Monitors. The final reports will be more comprehensive. The reports, as a minimum, contain the following information:
 1. The criteria and methods used to evaluate the Contractor's performance during the evaluation period.
 2. The technical, economic, and schedule environment under which the Contractor was required to perform. What effect did the environment have on the Contractor's performance?
 3. The Contractor's major strengths and weaknesses during the evaluation period. Give examples of the Contractor performance for each strength and weakness listed. Also provide the reference in the specification, statement of work, data requirement, task order, etc. that relates to each strength or weakness.
 4. A recommended rating for the evaluation period using the adjectives and their definitions set forth in this AFDP. Provide concrete examples of the Contractor's performance to support the recommended rating.

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7.2 Exclusions

Throughout the entire evaluation period, the Contractor shall present and document any exclusion to the period of performance, due to circumstances beyond the control of the Contractor, to the AFEB Chairperson within 10 days of the end of the Award Fee Period. The Performance Monitors should present the exclusions (if any) to the AFEB. If necessary, the AFEB will ask the Contractor to present its case. The AFEB, in conjunction with the FEDSIM CO, will make a unilateral decision as to the exclusion from the evaluation.

7.3 Contractor Monthly Performance Reports

The Contractor shall prepare Monthly Performance Reports that contains data that can be used to compare against the Performance Standards stated in this AFDP. All Performance Reports, including the raw data, shall be provided to the designated Performance Monitors.

Performance Monitors will collect the Monthly Performance Reports from the Contractor, which they will review and analyze for accuracy and, if required, provide an oral or written summary to the AFEB.

7.4 Midterm Evaluation Procedures

The purpose of the midterm evaluation is to provide the Contractor a quick, concise, interim Government review of Contractor performance, and provide the Contractor an opportunity to improve its performance prior to the determination of award fee earned at the end of the evaluation period. No award fee is paid based on midterm evaluations.

7.5 Final Evaluation Reports

The Performance Monitors will provide evaluations for the entire six-month evaluation period. Performance Monitors will submit final evaluation reports after the end date of the evaluation period to the AFEB Chairperson.

7.6 Contractor Self Evaluation Presentation

The Contractor may prepare a written self-assessment against the AFDP, along with the option of presenting the results to the AFEB upon request. This presentation should last no longer than one hour. If necessary, a subsequent question-and-answer session is permissible.

7.7 AFEB Meeting and Memorandum to the AFDO

The AFEB, after receipt of the Contractor's self-evaluation, will meet and evaluate all performance information it has obtained. The AFEB will review the Performance Monitors' reports and prepare an Award Fee Evaluation Report. The Report will be a memorandum to the AFDO with the AFEB's recommendation.

7.8 AFEB Final Report

After meeting with the Contractor, the AFEB will finalize the report and present it to the AFDO. The report will recommend the award fee amount and any unresolved Contractor issues to the AFDO.

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7.9 Issuing Award Fee Determination Report

The AFDO will consider the final AFEB report and ensure compliance with the AFDP. The AFDO may accept, reject, or modify the AFEB recommendation. The AFDO will make the final determination of the award fee earned during the period. The AFDO's determination of the amount of award fee earned and the basis of the determination will be stated in an Award Fee Determination Report and forwarded to the FEDSIM CO for the Task Order file via modification.

7.10 Award Fee Determination Notice

The FEDSIM CO will prepare this notice to the Contractor stating the amount of the award fee earned for the evaluation period. The Contractor shall invoice after accepting the modification including the award fee determination and any corresponding deobligation of unearned fee.

7.11 Failure to Conduct Timely Award Fee Determinations

If the Government fails to complete the Award Fee Determination within three calendar months of the end of the Award Fee Evaluation Period for two separate periods, the Government will convert the Cost-Plus-Award-Fee CLINs for the remaining periods of performance to Cost-Plus-Fixed-Fee. The Cost-Plus-Fixed-Fee type will be term. The fixed fee amount will be the same percentage as negotiated for award fee (limited by the statutory limit of 10 percent).

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SECTION 8: EVALUATION CRITERIA AND WEIGHTS

The AFDP consists of award fee provisions for four distinct areas. The award fee areas are broken down as follows:

20%	Program Management
15%	Personnel Management
15%	Financial Management
50%	Technical Effectiveness

100%	Total

The criteria and weights provided above and discussed in detail below are guidelines to be used in evaluating these areas to determine the appropriate award fee. The criteria and relative percentages may be adjusted for subsequent award fee periods. Members of the AFEB and working group will use the following examples of criteria to evaluate the Contractor's performance during each award fee evaluation period.

Service Level Agreements (SLAs) and other subjective criteria may be revised for subsequent award fee periods. Those future SLAs will be developed jointly by the Contractor and Government and may replace some or all of the criteria listed below. The Government has the final say as to what SLAs will be incorporated.

8.1 Criteria 1: Program Management – 20%

Evaluation Category	Performance Standard	Performance Metric
Progress Reporting	Up-to-date and accurate	Progress reports are accurate and meet government requirements as identified in Section C of TO
Project Management Planning, Scheduling, and Execution	Contractor completes projects in a timely fashion.	No significant variance with allowance for government approved exceptions.
Proactive communication	Identify opportunities to improve the DCITA training environment.	Quickly identify issues and seek resolution.
Schedule Compliance	Up-to-date and accurate	95% compliance with government schedules.
Asset/Purchases Management		

8.2 Criteria 2: Personnel Management – 15%

Evaluation Category	Performance Standard	Performance Metric
Quality well trained workforce that is effective in this operational setting	Able to meet government requirements	Qualified staff as defined in Section H of the TO and their ability to execute all critical functions

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Training and Staff Development	Contractor employees are current with the latest industry advancements.	Contractor maintains current appropriate industry standard certification levels. Plans, proactively identifies, and obtains appropriate industry standard certification levels necessary for emerging systems and standards
Filling Non-Key Personnel Vacancies – average amount of time to fill vacancy with appropriately qualified cleared personnel	Average amount of time to fill vacancy with appropriately qualified cleared personnel.	Contractor routinely fills vacancy with appropriately qualified cleared personnel no more 60 working days after the Government communicates the requirement to the contractor.
Filling Key Personnel Vacancies -	Average amount of time to fill vacancy with appropriately qualified cleared personnel.	Contractor routinely fills vacancy with appropriately qualified cleared personnel no more the 60 calendar days after the government communicates the requirement to the contractor.

8.3 Criteria 3: *Financial Management* – 15%

Evaluation Category	Standards	Performance Metric
Cost Forecasting	Provide accurate operational cost estimates.	Accurate cost estimates require no more than two revisions per Award Fee period.
Efforts to establish sound estimates quickly	Vendor provides estimates in a timely fashion.	Project Plan (with labor estimate) is received within 5 business days of Government request.
Cost Containment	Contractor completes tasks within cost estimates.	Contractor completes tasks within cost estimates with allowance for government approved exceptions
Financial Reporting	Timely accurate reports of expenditures against baseline.	Financial Reports are on time and require no more than two significant revisions per award fee period.
Invoices	Accurate and reflect allocable and allowable costs.	No more than one rejection per invoice.

8.4 Criteria 4: *Technical Effectiveness* – 50%

Task 2: Schoolhouse Support

Evaluation Category	Standards	Performance Metric
Schoolhouse Admin. Support	Registrar, database management, reception, and book production functions.	Customer scorecards have an overall positive rating on Schoolhouse Admin. Support.
Responsive to Student Needs	Contractor responds to student requirements in professional timely	Student scorecards have an overall positive rating.

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	manner.	
Professionalism	Registrar's Office personnel interact with government personnel and students in a courteous professional manner	Subjective measurement by COR and COTR
Strategic Communication Support		

Task 3: Courseware Support

Evaluation Category	Standards	Performance Metric
ISD Analysis Phase Support-	Requirements Generation meetings	Host yearly and as needed requirements generations meetings with DCIO's and other customers and perform all analysis and assessments to identify training needs of our customers and document findings
ISD Design Phase- Course Development	Evaluated on the criteria set forth in Section C of the TO	Paying particular attention to the requirement for at least two different versions of every test with at least 30 % of the test questions on each test must be new questions with new answers. Design is Per ISD methodology
ISD Development Phase- In-house and Mobile Training	Evaluated on the criteria set forth in Section C of the TO	Paying particular attention to the requirement for subject matter experts in the areas of cyber intrusions, cyber CI, and cyber forensics, along with the Lesson Plan Part 1 and 2 format in section J attachment S and T
ISD Implementation Phase- In-house and Mobile Classroom Instruction	Evaluated on the criteria set forth in Section C of the TO	Paying particular attention to the requirement to ensure all instructors can teach each course within their assigned tracks in its entirety . There shall be two instructors (primary and assisting) in each course taught, except for the INCH course where there shall be three instructors present (primary and two assisting) and the LNI course where there shall be five instructors present (primary, and four assisting), a government developed Instructor Evaluation Checklist will be use for evaluation
ISD Evaluation Phase- Student and Management Feedback		Evaluated on the criteria set forth in Section C of the TO.
Professionalism	Instructors interact with government personnel in a courteous professional manner	Subjective measurement by COR and COTR

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Student performance	Student performance demonstrated on post tests.	Students demonstrate performance improvement between pre and post tests.
Student Satisfaction	Customer satisfaction	90% of students contacted are satisfied with service.
Student Employer Satisfaction	Students improve on-the-job performance after training.	Student Employer is satisfied that course meets planned objectives.
Quality Monitoring by DCITA management	Course monitoring shows that courses meet/exceed all requirements.	DCITA management observers are satisfied that course meets planned objectives.
Student PC configuration	PC configurations must be accurate and match user requirements	Work should be done correctly the first time, no more than 20% of PC configurations should required additional configuration or second call back

Task 4: DCITA IT Support

Evaluation Category	Standards	Performance Metric
Developmental Network Operations	Network Availability	99.5% (barring circumstances beyond the contractor's control).
Trouble Tickets (service requests)	In accordance with established Standard Operating Procedures	95 % compliance on time and quality
End-User Update	End-user update on problem status	Every four hours for urgent problems, once daily for normal priority problems until problem resolved
Back-ups	Daily - backup of data.	100%
Recovery	Restoration of backup data on demand	24 hour
IAVA compliance	IAVAs are implemented within specified time frames.	100%
Information Assurance (IA) Services	Identify IA impact of changes to the DCITA IT environment and report that information to DCITA for action	Accurately identifies any IA event and provides appropriate IA event response 95% of the time.
IA support	Provide on-site information assurance (IA) support	Contractor correctly identifies and clears intrusions and attacks on the network 100 99% of the time for reportable incidents
IA support	Perform successful certification testing.	Contractor successfully performs certification testing 90% of the time on the first try and 100% of the time on the second try.
IA support	Protect DCITA IT and Communications assets.	All DCITA IT and Communications assets are full protected per the latest Antivirus programs.
Program Information Center		
Student PC configuration	PC configuration must be accurate and match user requirements	Work should be done correctly the first time, no more than 20% of PC configurations should require additional configuration or second call back

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APPENDIX 1: AFEB Summary Evaluation Report

Date:

AFEB Chairperson Name:

Award Fee Period: from _____ to _____

(Attach additional pages, supporting data, etc. as needed.)

Program Management: Rating Adjective/Performance Points

Discussion:

Strengths:

Weaknesses:

Personnel Management: Rating Adjective/Performance Points

Discussion:

Strengths:

Weaknesses:

Financial Management: Rating Adjective/Performance Points

Discussion:

Strengths:

Weaknesses:

Technical Effectiveness: Rating Adjective/Performance Points

Discussion:

Strengths:

Weaknesses:

Award fee rating recommended for this evaluation criteria and period of performance with recommended percentage earned.

AFB Chairperson Signature: _____

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APPENDIX 2: AFEB Evaluator's Report

Instructions: Evaluators are requested to use bulletized format for submitting strengths, weaknesses and recommendations. Also, evaluators are encouraged to attach additional sheets, supporting data, etc. for the final report.

Date:

Evaluator Name and Title:

Award Fee Period: from _____ to _____

Evaluator's Primary Task Area(s) (check all that apply):

<input type="checkbox"/>	Program Management
<input type="checkbox"/>	Personnel Management
<input type="checkbox"/>	Financial Management
<input type="checkbox"/>	Technical Effectiveness

Note: Evaluators are NOT limited to evaluating only their own task areas. Experiences in other areas should also be evaluated. However, please indicate in the boxes above your primary area(s) of responsibility.

Special Circumstances during this period and their impact:

Strengths of the Contractor's performance:

Weaknesses in the Contractor's performance (with examples and contract references):

Impact of the Contractor's performance on execution of the program:

Corrective actions recommended, if any:

Award fee rating recommended for this evaluation criteria and period of performance (with supporting examples):

Evaluator Signature: _____

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SERVICE LEVEL AGREEMENT FORMAT

Service description:			
Tasks:		Subtasks:	
Ownership:		Who Measures:	
Level of Service:		Frequency:	
Where:	Contractor Facility	How Measured:	
Target:		Reported:	Each Award Fee Period
Service Category:	Technical	Metric:	
Incentive Applicable to Each Level of Service			
Points	Service Level Variance (SLV) From the Target Value	Points	Service Level Variance (SLV) From the Target Value

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DCITA ASSET/EQUIPMENT LIST
(Attached in Reading Room)

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DCITA Current Course Listing

COURSE	IN RESIDENCE	ONLINE	CERTIFICATION
INCH – Introduction to Networks and Computer Hardware	80 Hours over 10 Days	80 Hours over 8 Weeks	5 semester hours, lower division baccalaureate or associate in Networking, Data Communications, Computer Architecture, Computer Organization
FN – Fundamentals of Networking	40 Hours over 5 Days	40 Hours over 8 Weeks	3 semester hours, upper division, baccalaureate in computer networks or networking fundamentals. Aligned to Net + Certification
LIF - Linux Intermediate Fundamentals		30 Hours over 3 Weeks	
WT – Wireless Technology	40 Hours over 5 Days		
CIRC - Computer Incident Responders Course	80 Hours over 10 Days	Blended Online 56 Hours over 5 Weeks + 24 Hours over 3 Days In Residence	5 semester hours in the vocational certificate or lower division baccalaureate or associate degree category, in Networking, Information Systems, or Computer Forensics
MCIU- Managing Cyber Investigations Units		30 Hours over 3 Weeks	
ICI – Introduction to Cyber Investigations		40 Hours over 4 Weeks	3 semester hours, lower division, baccalaureate or associate in cyber crime or computer forensics.
LDSA – Large Data Set Acquisitions	40 Hours over 5 Days		
NMC – Network Monitoring Course	40 Hours over 5 Days		3 semester hours upper division baccalaureate in information systems security, computer network security, or network forensic analysis.
COURSE	IN RESIDENCE	ONLINE	CERTIFICATION
IMD – Introduction to Mobile Devices		Blended Online 16 Hours Online + 40 Hours over 5 Days In Residence	
WFE-E Windows Forensic Examinations EnCase	80 Hours over 10 Days	Blended Online 40 Hours Online + 40 Hours over 5 Days In Residence	5 semester hours upper or lower division, baccalaureate or associate in networking, data communications, information systems or

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			computer forensics
DEF – Deployable Forensics	80 Hours over 10 Days		
WFE-FTK – Windows Forensic Examinations FTK	80 Hours over 10 Days		5 semester hours, upper division, baccalaureate in information technology, security, or computer forensics.
MCFE – Macintosh Forensic Examinations	40 Hours over 5 Days		5 semester hours, upper division, baccalaureate in computer forensics, criminal justice, data communication, information systems, or networking.
AFC – Advanced Forensic Concepts	40 Hours over 5 Days		3 semester hours, upper or lower division, baccalaureate in network data communications, information systems, computer forensics, or criminal justice.
ILA – Introduction to Log Analysis		50 Hours over 5 Weeks	5 semester hours, upper division, baccalaureate in computer science, networking, security, or forensics.
NIB – Network Intrusions Basics		10 Hours	1 semester hour, upper division, baccalaureate or associate in computer networking or computer security.
FIWE – Forensics and Intrusions in a Windows Environment	80 Hours over 10 Days	Blended Online 40 Hours over 7 weeks + 40 hours over 5 Days In Residence	5 semester hours, upper division, baccalaureate in networking, data communications, information systems, or computer forensics

COURSE	IN RESIDENCE	ONLINE	CERTIFICATION
OUT – Online Undercover Techniques	40 Hours over 5 Days		
NIT – Network Intrusion Techniques	80 Hours over 10 Days		Aligns to CEH Certification
CSF – Cyber Security Fundamentals	40 Hours over 5 Days		Aligns to Sec+ Certification
IMA – Introduction to Malware Analysis	40 Hours over 5 Days		

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LNI – Live Network Investigations	80 Hours over 10 Days		5 semester hours, upper division, baccalaureate or associate in information technology security or computer forensics.
ICIT – Introduction to Cyber Insider Threat		6 Hours	
CTTS – Cyber Threats and Techniques Seminar		4 Hours	
DDP – Digital Data Protection	40 Hours over 5 Days	40 Hours (Self Paced)	
CITA – Cyber Insider Threat Analysis	80 Hours over 10 Days		
WFE-E-CI – Windows Forensic Examinations EnCase Counterintelligence	80 Hours over 10 Days		
CAC – Cyber Analyst Course	80 Hours over 10 Days		

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DCITA COURSE DESCRIPTIONS
(Attached in Reading Room *within the Design Documents*)

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COURSE QUOTA FORM
(Attached in Reading Room)

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**DCITA IN RESIDENCE AND ONLINE CLASS SCHEDULE
(Attached in Reading Room)**

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ACRONYM LIST

Acronym	Definition
ACE	American Council on Education
AF	Air Force
AFDO	Award Fee Determining Official
AFDP	Award Fee Determination Plan
AFEB	Award Fee Evaluation Board
AFH	Air Force Handbook
AFMAN	Air Force Manual
C&A	Certification & Accreditation
CAF	Contract Access Fee
CFR	Code of Federal Regulations
CISSP	Certified Information Systems Security Professional
CLIN	Contract Line Item Number
CM	Configuration Management
CMO	Curriculum Management Office
CMP	Configuration Management Plan
CO	Contracting Officer
CoCom	Combatant Command
COE	Council on Occupational Education
CONUS	Continental United States
COR	Contracting Officer's Representative
CPAF	Cost-Plus-Award-Fee
CPARS	Contractor Performance Assessment Reporting System
CPI	Cost Performance Index
CTP	Consent to Purchase
CTT	Certified Technical Trainer
DC3	Defense Cyber Crime Center
DCITA	Defense Cyber Investigative Training Center
DD	Department of Defense
DCITP	Defense Computer Investigations Training Program
DFARS	Defense Federal Acquisition Regulation Supplement
DLSS	DCITA Learning Support System
DoD	Department of Defense
DoDI	Department of Defense Instructions
DODIN	Department of Defense Information Network
DPM	Deputy Program Manager
DSSR	Department of State Standardized Regulations
EIT	Electronic and Information Technology
EnCE	Encase Certified Examiner
EST	Eastern Standard Time
FAR	Federal Acquisition Regulation
FEDSIM	Federal Systems Integration Management Center
FFP	Firm-Fixed-Price

SECTION J – LIST OF ATTACHMENTS

Acronym	Definition
FIPS	Federal Information Processing Standards Publication
FOIA	Freedom of Information Act
FSC	Federal Service Code
FSS	Federal Supply Schedule
FTE	Full Time Equivalent
FTR	Federal Travel Regulation
GFI	Government-Furnished Information
GFP	Government-Furnished Property
GIAC	Global Information Assurance Certification
GIG	Global Information Grid
GSA	General Services Administration
GSAM	General Services Administration Acquisition Manual
GWAC	Government Wide Agency Contract
IA	Interagency Agreement
IAT	Information Assurance Technical
IAW	In Accordance With
IMO	Information Management Office
INCH	Introduction to Networks and Computer Hardware
IDIQ	Indefinite Delivery/Indefinite Quantity
IPR	In-Progress Review
ISD	Instructional Systems Design
IT	Information Technology
JTR	Joint Travel Regulation
LMS	Learning Management System
MET	Measures of Effective Teaching
MS	Microsoft
MSCH	Middle States Commission on Higher Education
MSR	Monthly Status Report
MTT	Mobile Training Teams
NICE	National Initiative for Cyber Education
NIST	National Institute of Standards and Technology
NLT	No Later Than
NSP	Not Separately Priced
NTE	Not-to-Exceed
OCI	Organizational Conflict of Interest
ODC	Other Direct Costs
OEM	Original Equipment Manufacturer
PCU	Power Conditioner Unit
PDF	Portable Document Format
PIC	Program Information Center
POC	Point of Contact
PPIRS	Past Performance Information Retrieval System
PM	Program/ Manager

SECTION J – LIST OF ATTACHMENTS

Acronym	Definition
PMI	Project Management Institute
PMP	Project Management Plan
PNR	Problem Notification Report
PoP	Period of Performance
PS	Project Start
PWS	Performance Work Schedule
Q&A	Question and Answer
QCP	Quality Control Plan
RIP	Request to Initiate Purchase
RMF	Risk Management Framework
ROI	Return on Investment
SCRM	Supply Chain Risk Management
SCORM	Sharable Content Object Reference Model
SF	Standard Form
SLA	Service Level Agreements
SLDC	Systems Development Life Cycle
SME	Subject Matter Expert
SOA	Service Oriented Architecture
SOP	Standard Operating Procedures
TBD	To Be Determined
TO	Task Order
TEB	Technical Evaluation Board
TOA	Task Order Award
TOR	Task Order Request
TOS	Tracking and Ordering System
TPOC	Technical Point of Contact
U.S.	United States
U.S.C.	United States Code
WBS	Work Breakdown Structure
WD	Working Days

SECTION J – LIST OF ATTACHMENTS

PROBLEM NOTIFICATION REPORT

TASK ORDER NUMBER: _____ DATE: _____

1. Nature and sources of problem:
2. COR was verbally notified on: (date) _____
3. Is action required by the Government? Yes_____ No_____
4. If YES, describe Government action required and date required:
5. Will problem impact delivery schedule? Yes_____ No_____
6. If YES, identify what deliverables will be affected and extent of delay:
7. Can required delivery be brought back on schedule? Yes_____ No_____
8. Describe corrective action needed to resolve problems:
9. When will corrective action be completed?
10. Are increased costs anticipated? Yes_____ No_____
11. Identify amount of increased costs anticipated, their nature, and define Government responsibility for problems and costs:

SECTION J – LIST OF ATTACHMENTS

**DCITA Courses Design Document
(Attached in Reading Room)**

SECTION J – LIST OF ATTACHMENTS

**DCITA Instructor Guide – INCH
(Attached in Reading Room)**

SECTION J – LIST OF ATTACHMENTS

**DCITA Student Guide – INCH
(Attached in Reading Room)**

SECTION J – LIST OF ATTACHMENTS

AFH 36-2235
(Electronically Attached)

SECTION J – LIST OF ATTACHMENTS

**DLSS Technical Specifications
(Attached in Reading Room)**

SECTION J – LIST OF ATTACHMENTS

DODI 8500.01
(Electronically Attached)

SECTION J – LIST OF ATTACHMENTS

DODI 8510.01
(Electronically Attached)

SECTION J – LIST OF ATTACHMENTS

AFI 33-200
(Electronically Attached)

SECTION J – LIST OF ATTACHMENTS

AFI 33-210
(Electronically Attached)

SECTION J – LIST OF ATTACHMENTS

**DCITA Network Diagrams
(Attached in Reading Room)**

SECTION J – LIST OF ATTACHMENTS

Negotiated ~~Ceiling~~ Proposed Rates (Provided after TOA)

SECTION J – LIST OF ATTACHMENTS

Project Staffing Plan Template (To be removed at TOA)

Note: Provide one (1) sheet for the **Base Period** and one (1) sheet for **each Option Period**

[illegible]

***Only fill in the qualifications the first time the name appears in the tables.**

SECTION J – LIST OF ATTACHMENTS

Key Personnel Qualification Matrix Template (To be removed at TOA)

Proposed Personnel Name: John Smith

Proposed Personnel Employer: Beltway Offerors, Inc.

Proposed Position per H.9.8.1: Program Manager

Proposed Labor Category: Senior Systems Analyst

Clearance Level: Not a requirement for this position

Requirements	Place of work & client if appropriate	Dates for cited experience (month/year) beginning & end	Years of experience for <u>each</u> cited position held	Official title for each cited position held	Description of qualifications and experience for <u>each</u> cited position held
Task Order Request Section H.9.8.1					
Demonstrated experience enhancing and maintaining databases similar to the complexity of those in the TO.	<div>EXAMPLE</div>				
Demonstrated experience reporting to high-level personnel.					
Demonstrated experience working with Oracle database software.					
Demonstrated experience working with Access database software.					
Demonstrated experience working with Windows N software.					
Demonstrated knowledge of ANSI SQL.					
Demonstrated knowledge of Relational and Object-Relational Database Standards.					
Demonstrated knowledge of Secure Sockets.					

END OF EXAMPLE

Note: Multiple pages for qualifications are acceptable

SECTION J – LIST OF ATTACHMENTS

Offeror Q&A Template (To be removed at TOA)

Company Name:

Solicitation Number: [fill in solicitation #](#)

Note to offerors: Please provide the specific paragraph reference using the Section/sub-Section numbers in the solicitation.

PARAGRAPH #	PARAGRAPH TITLE	QUESTION	GOVERNMENT RESPONSE

SECTION J – LIST OF ATTACHMENTS

**Cost/Price Supporting Excel Workbook (To Be Removed at TOA)
(Electronically Attached)**

SECTION K – REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS OF
OFFERORS OR RESPONDENTS

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L.1 52.252-1 SOLICITATION PROVISIONS INCORPORATED BY REFERENCE (FEB 1998)

This solicitation incorporates one or more solicitation provisions by reference, with the same force and effect as if they were given in full text. Upon request, the CO will make the full text available. The offeror is cautioned that the listed provisions may include blocks that must be completed by the offeror and submitted with its quotation or offer. In lieu of submitting the full text of those provisions, the offeror may identify the provision by paragraph identifier and provide the appropriate information with its quotation of offer. The solicitation provisions and/or contract clauses are available in either HTML or PDF format at:

<https://www.acquisition.gov/far>

Clause No	Clause Title	Date
52.215-1	Instructions to Offerors-Competitive Acquisition	(JAN 2004)
52.222-46	Evaluation of Compensation for Professional Employees	(FEB 1993)
52.232-38	Submission of Electronic Funds Transfer Information with Offer	(JUL 2013)

SOLICITATION PROVISIONS PROVIDED IN FULL TEXT:

52.215-20 Requirements for Cost or Pricing Data or Information Other Than Cost or Pricing Data – Alternate IV (OCT 2010)

- (a) Submission of certified cost or pricing data is not required.
- (b) Provide information described below:

All data required to be submitted as part of the offeror's proposal is described in Sections L.8, L.9, and L.11 of this solicitation. The offeror must use the formats for submission of data prescribed in these sections. By submitting a proposal, the offeror grants the Contracting Officer or an authorized representative the right to examine records that formed the basis for the pricing proposal. That examination can take place at any time before award. It may include those books, records, documents, and other types of factual data (regardless of form or whether the data are specifically referenced or included in the proposal as the basis for pricing) that will permit an adequate evaluation of the proposed price.

L.2 GENERAL INSTRUCTIONS

- a. Offerors shall furnish the information required by this solicitation. A Standard Form (SF) 33, "Solicitation, Offer, and Award," completed and signed by the offeror, Block 17, constitutes the offeror's acceptance of the terms and conditions of the proposed TO. Therefore, the SF 33 must be executed by a representative of the offeror authorized to commit the offeror to contractual obligations.
- b. Offerors are expected to examine this entire solicitation document including the Contract. Failure to do so will be at the offeror's own risk.

SECTION L – INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

- c. The Government may make award based on initial offers received, without discussion of such offers. Proposals shall set forth full, accurate, and complete information as required by this solicitation package (including Attachments). The penalty for making false statements in proposals is prescribed in 18 U.S.C. 1001.
- d. Offerors submitting restrictive data will mark it as follows in accordance with the FAR 52.215-1, Instructions to Offerors-Competitive Acquisition which is incorporated by reference. Clause 52.215-1 states: "Offerors who include in their proposals data they do not want disclosed to the public for any purpose or used by the Government except for evaluation purposes, shall –

Mark the title page with the following legend:

"This proposal includes data that shall not be disclosed outside the Government and shall not be duplicated, used or disclosed--in whole or in part--for any purpose other than to evaluate this proposal or quotation. If, however, a Task Order is awarded to this offeror as a result of--or in connection with--the submission of this data, and the Government incorporates the proposal as part of the award, the Government shall have the right to duplicate, use, or disclose the data. Also, this restriction does not limit the Government's right to use information contained in this data if it is obtained from another source without restriction. The data subject to the restriction is contained in sheets (insert numbers or other identification of sheets)"; and

Mark each sheet of data it wishes to restrict with the following legend:

"Use or disclosure of data contained on this sheet is subject to the restriction on the title page of this proposal or quotation."

- e. The Government assumes no liability for disclosure or use of unmarked data and may use or disclose the data for any purpose. Unless restricted, information submitted in response to this request may become subject to disclosure to the public pursuant to the provisions of the Freedom of Information Act (5 U.S.C. 551).
- f. The authorized negotiator or the signatory of the SF-33 will be notified of the date and time of the oral Question and Answer session. Offerors shall provide the name of the individual, the position title, telephone number, fax number, and electronic mail address of that individual.
- g. This procurement is conducted under the procedures of FAR Subpart 16.5. The policies and procedures of FAR Subpart 15.3 do not apply.

L.3 SUBMISSION OF QUESTIONS

Offerors are requested to submit their questions (electronically via email to wesley.dewalt@gsa.gov and brittney.chappell@gsa.gov) grouped by solicitation Section and make reference to the particular Section/Subsection number no later than 11a.m. EST on December 23, 2015. Questions must be received before the date specified for receipt of questions using the format in Section J, Attachment AD. **Questions or requests for extension submitted after the cut-off date may not be considered.**

Any information given to a prospective offeror concerning this solicitation will be furnished promptly to other prospective offerors as an amendment to the solicitation.

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L.4 AVAILABILITY OF EQUIPMENT AND SOFTWARE

All commercial hardware and software proposed in response to this solicitation document shall have been formally announced for general release on or before the closing date of the solicitation. Failure to have equipment or software announced prior to submission of proposal may render the offeror's proposal unacceptable.

L.5 GENERAL INFORMATION

The total estimated CPAF of the TO is between \$71.4 million and \$79.4 million. The estimate does not include the optional estimated CPAF covered under FAR 52.217-8, Tools, Long Distance Travel and ODCs. Any proposal that is not within this range shall include an explanation that specifically draws the Government's attention to any unique technical aspects of the proposal the offeror would like the Government to consider as the justification for the deviation from the range.

Proposals will be valid for a period of 120 calendar days from the date of delivery.

L.6 CONTRACTOR SUPPORT DURING EVALUATION

The Government expects to have contractor support during the evaluation for ministerial functions from E3 Federal Solutions, LLC. The offeror is encouraged to sign a non-disclosure agreement with E3 Federal Solutions, LLC (or specify other contractor) that addresses the written and oral technical proposals (see GSAM 503.104-4). Offerors who choose to enter into a non-disclosure agreement with E3 Federal Solutions, LLC (or specify other contractor) shall submit their corporate non-disclosure agreement to the POC listed below for review and execution. If a non-disclosure agreement is signed, the non-disclosure agreement shall be submitted with the proposal Part III submission. E3 Federal Solutions, LLC (or specify other contractor) is prohibited from proposing on any work related to (name of project).

E3 Federal Solutions, LLC Point of Contact:

Will Fortier [202.321.7011](tel:202.321.7011)
wfortier@e3federal.com

L.7 SUBMISSION OF OFFERS

Each offer shall be provided to the Government in three Parts. The offeror shall submit each deliverable on the due dates indicated on the Cover Letter.

L.7.1 PROPOSAL PART I

Part I contains preliminary written Cost/Price Proposal information. This volume shall contain:

- a. Organizational Conflict of Interest Statement (TAB A)
- b. Contract Registration (TAB B)
- c. Current Forward Pricing Agreements (TAB C)
- d. Management Systems (Approved Cost Accounting and Purchasing System) (TAB D)
- e. Cost Accounting Standards (CAS) Disclosure Statement (D/S) (TAB E)
- f. Solicitation, Offer and Award (SF33) (TAB F)

- g. Section B – Supplies or Services and Prices/Costs (TAB G)
- h. Cost/Price Supporting Documentation (TAB H)
- i. Subcontractor Supporting Documentation (TAB I)
- j. Cost/Pricing Assumptions (TAB J)
- k. Representation of Limited Rights Data and Restricted Computer Software (TAB K)

L7.2 PROPOSAL PART II

Part II is the written Technical Proposal and shall contain the following

- a. Pass/Fail Elements (TAB L)
- b. Key Personnel Qualification Matrix, including Letters of Commitment (TAB M)
- c. Project Staffing Plan Table (TAB N)
- d. Draft Transition-In Plan (TAB O)
- e. Service Level Agreements (TAB P)
- f. Corporate Experience (TAB Q)
- g. QCP (TAB R)
- h. A Statement of Compliance with Section 508 Standards. (TAB S)
- i. Technical Assumptions (if any) (TAB T)
- j. Consent of the licensor of software tools to amend the Software Agreements in accordance with Section H.25.2 (TAB U)
- k. Oral Presentation Slides (separately bound)

The CO will schedule the oral technical proposal presentation after all proposals are received. The oral technical proposal presentation shall contain the information shown in paragraph L.11.3.

L7.3 PROPOSAL PART III

Part III is the Oral Technical Proposal Presentation and shall address the following:

- a. Key Personnel and Project Staffing
- b. Technical Approach
- c. Management Approach
- d. Corporate Experience

The Oral Technical Proposal Presentation slides, which shall be separately bound, are due with Part II of the written proposal. If the slides are not submitted by the proposal due date specified in the Cover Letter, they will not be evaluated.

L.8 SUBMISSION OF THE WRITTEN COST/PRICE PROPOSAL (PART I)

Audits may be performed by Defense Contract Audit Agency (DCAA) on the offeror and all subcontracts. Cost/Price Proposals shall meet the DCAA audit submittal requirements. Cost proposals will be evaluated (but not scored) based on a Cost Realism Analysis. Offerors shall fully support all proposed costs. An offeror's proposal is presumed to represent the offeror's best efforts in response to the solicitation. Any inconsistency, whether real or apparent, between promised performance, and cost or price, shall be explained in the proposal.

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SECTION L – INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

Offerors shall provide adequate information, which will allow the Government to perform a Cost Realism analysis. Pursuant to FAR 2.101, Cost Realism is defined as:

“...the process of independently reviewing and evaluating specific elements of each offeror's proposed cost estimate to determine whether the estimated proposed cost elements are realistic for the work to be performed; reflect a clear understanding of the requirements; and are consistent with the unique methods of performance and materials described in the offeror's technical proposal.”

As indicated in Section L.1 under FAR Clause 52.215-20, a description of the data required to be submitted with the offeror's proposal in order to facilitate the Cost Realism Analysis is provided below in items a through e. The appropriate section of the offeror's proposal where this data should be placed is indicated in solicitation Section L.8.1.

Written Cost/Price Proposals shall be submitted as an original, one paper copy, and an electronic CD copy. The offeror shall submit all proposed costs using Microsoft Excel software utilizing the formats without cells locked and include all formulas. The offeror shall include adequate information, which will allow the Government to perform the required *Cost Realism* review. This review may include the following types of analyses:

- a. Cost Narrative: The offeror shall provide a detailed cost narrative, which must explain the processes and methodologies used to develop its cost/price proposal. This includes, but is not limited to, the estimating methodology used by the offeror to estimate direct labor and subcontractor labor, explanation of the application of indirect rates, planning assumptions used in the development of the cost estimate, etc. The offeror shall also include a crosswalk of its labor categories, basis of cost element, weightings, and explanations to those in the solicitation (e.g., used category average rates of xxx and yyy categories dated xx February 2011, with 40 percent and 60 percent weightings respectively). The offeror shall specifically indicate in its narrative any applicable Uncompensated Overtime Policy and how such policy affects the hourly direct labor rates and Full-Time Equivalent (FTE) hours being proposed during any TO year.
- b. Indirect Rate Information: The offeror shall break out all proposed indirect rates (Overhead, Fringe, General and Administrative, etc.) by contract line item, by each applicable TO period, and by task area. The offeror shall clearly identify the cost base from which each proposed indirect rate is being applied. If the offeror has any applicable approved Forward Pricing Rate Agreements (FPRA) and/or DCAA Forward Pricing Rate Recommendations, adequate proof of this information shall be provided. Additionally, the offeror's cognizant DCAA and Defense Contract Management Agency (DCMA) auditors', or other cognizant Government audit agency's names and contact information shall be included in the cost/price proposal. Historical indirect rates (unburdened) shall be provided (Overhead, Fringe, General and Administrative, etc.) for the last five years inclusive of appropriate explanations for any major increases and decreases in the rates between years.
- c. Direct Labor Rate Information: The offeror shall provide the base direct labor rate (unburdened) for all proposed labor categories (Key and non-Key) and all projected rates (factoring in escalation) for all out years. The Key Personnel labor rates shall be supported by evidence of actual rates currently being paid and/or the basis for specific rates being proposed. The offeror shall identify all direct labor escalation factors and basis for any

escalation index being utilized for all out year periods. The Government requires that the offeror also submit a position classification plan, which must identify the classes of labor employed by the offeror and the guidelines for determining the title and pay level of each position. Additionally, in accordance with FAR 52.222-46, the offeror shall submit a total compensation plan setting forth salaries and fringe benefits proposed for the professional employees who will work under the contract.

- d. Award Fee Review: The offeror shall break out all proposed award fees and clearly delineate the cost base in which the fee percentages are applied.
- e. Comparison of Total Proposed Cost to the Government Independent Cost Estimate (IGCE): The Government will use the IGCE as an informational tool by comparing this estimate to the offeror's total proposed cost.

All prime offerors are responsible for ensuring that all subcontracts include the same type of cost detail as required above.

Pursuant to Section L.7 (Submission of Offers Section), offerors shall not include any cost data in the technical, management, staffing or corporate experience portions of the proposals.

L.8.1 COST/PRICE PROPOSAL TABS

The proposal shall contain the following tabs:

- a. Organizational Conflict of Interest Statement (Tab A). The offeror and each subcontractor, consultant, and teaming partner shall complete and sign an Organizational Conflict of Interest (OCI) Statement. The OCI Statement shall disclose all projects that meet the following criteria: current, past, and known (identified for award) future projects for DCITA.
- b. Contract Registration (Tab B). The offeror shall submit a statement that the contract vehicle under which this proposal is being submitted has been registered in ASSIST and that all information in ASSIST is up-to-date.
- c. Current Forward Pricing Agreements or Recommendations (Tab C). The offeror shall submit all forward pricing agreements including that of the Prime Contractor, any cost-type Subcontractors, and/or proposed Joint Venture.
- d. Management Systems (Approved Cost Accounting and Purchasing System) (Tab D). The offer shall describe all applicable management systems (e.g., accounting, estimating, purchasing, ~~EVMS~~). The offeror shall specifically include the date of the last DCAA/DCMA (or other designated responsible Government agency, if applicable) cost accounting system and purchasing system audits, a copy of the results of the audits, audit report number, and date determined adequate. This shall include verification in a form acceptable to the Government of the currently determined adequate systems (e.g., copy of most recent Government purchasing system approval and Government Cost Accounting System adequacy letter). Additionally, the offeror shall include the name, office, and phone number of their cognizant DCAA/Government audit agency and DCMA/Government Administrative Contracting Officers (ACO) who is responsible for any cost accounting and purchasing system reviews of the contractor.

SECTION L – INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

- e. Cost Accounting Standards (CAS) Disclosure Statement (D/S) (Tab E). The offeror shall include a copy of the CAS D/S. Also, the offer shall state the adequacy of D/S, when audited, audit report number, when determined adequate by ACO, and include any non-compliances with CAS.
- f. Solicitation, Offer and Award (SF 33) (Tab F). When completed and signed by the offeror constitutes the offeror's acceptance of the terms and conditions of the proposed TO. Therefore, the form must be executed by representatives of the offeror authorized to commit the offeror to contractual obligations. Offerors shall sign the SF 33 in Block #17.
- g. Section B – Supplies or Services and Prices/Costs (Tab G). The offeror shall indicate the price to be charged for each item in **Section B** rounded to the nearest whole dollar.
- h. Cost/Price Supporting Documentation (Tab H). The information requested in the proposal is required to enable the Government to perform cost or price analysis. This includes the Total Compensation Plan as required by FAR 52.222-46. As a supplement to the summary schedule provided in Tab G, the offeror is required to provide full back-up documentation for the Labor CLINs for each period of performance and each task area using the provided Excel workbooks (**Section J, Attachment AE**). The offeror shall complete all worksheets in the Excel workbook in accordance with the instructions provided in the Excel workbook. The back-up documentation shall include a summary total for each element of cost, e.g., direct labor, overhead, G&A, FCCM, fee...). This information is required for the development of fee negotiation objectives. Additionally, under Tab C, the offeror shall submit the cost narrative, the compensation plan, and the classification plan.

For Attachment AE, the offeror shall not lock any cells and the offeror shall ensure all calculation formulas are included in order to effectively show the cost build up. For proposal evaluation purposes only, the offeror shall provide cost/price information assuming a Performance Start of February 2015.

- i. Subcontractor Supporting Documentation (Tab I). The offeror shall also provide supporting cost/price documentation for all proposed subcontractors, to include the proposed type of subcontract, how fee will be determined and paid, and if the contract with the subcontractor is a Time and Materials (T&M) contract, provide rationale and/or justification for selection of this subcontract type and the commerciality of the proposed T&M rates. Additionally, the offeror shall provide a narrative detailing the processes used to evaluate the subcontracts it is proposing, including cost and/or price analysis conducted as appropriate for each subcontract. **In addition to the supporting cost back-up documentation, DCAA contact information and relevant cost/pricing data shall be provided for all cost type subcontractors.** Failure to provide complete supporting documentation may result in no further consideration of the offeror's proposal. Subcontractors may submit proprietary data directly to the Contracting Officer or through the prime contractor in a separate, sealed envelope. **The Prime Contractor shall specifically state whether the estimated costs of any proposed subcontractor will be in excess of \$10M over the life of the TO for Government accomplished Equal Employment Opportunity (EEO) verification purposes.**

- j. Cost/Pricing Assumptions (Tab J). Offerors must submit, under a separate tab, all (if any) assumptions upon which the Cost/Price Proposal is based.
- k. Representation of Limited Rights Data and Restricted Computer Software (Tab K) The offeror shall complete and provide the remainder of 52.227-15(b), Representation of Limited Rights Data and Restricted Computer Software, paragraph representing that it has reviewed the requirements for the delivery of technical data or computer software.

L.9 SUBMISSION OF THE WRITTEN TECHNICAL PROPOSAL (PART II)

Each offeror shall submit all information described in the following paragraphs. The offeror shall provide an original, four copies, **and an electronic CD copy** containing all required sections of this Part.

L.9.1 PASS/FAIL ELEMENTS (TAB L) In accordance with Section M.6, the following items will be evaluated on a Pass/Fail basis. The Offeror must provide:

1. The Government will reject any proposal that does not provide a name for each Key Person proposed at the proposal submission due date. A proposal that states, “To Be Determined” (TBD) for a proposed Key Person, or omits a Key Person, will be rejected by the Government.
2. The Government will reject any proposal that does not provide a Letter of Commitment, signed by each proposed Key Person at the proposal submission due date.
3. The Government will reject any proposal that does not provide a Section 508 Compliance Statement.
4. The Government will reject any proposal that does not provide a statement in its proposal confirming that all applicable License Agreements will comply with the requirement of Section H.25 (actual License Agreements need not be submitted prior to award).

L.9.2 KEY PERSONNEL QUALIFICATION MATRIX (TAB M)

The offeror shall submit a Key Personnel Qualification Matrix for each Key Person proposed relating the specialized experience identified in Section H.2 of this TO and the qualifications of the person or persons being proposed for that position. For those additional Key Personnel proposed, the offeror shall identify the specialized experience and the corresponding qualifications for this experience. Each Key Personnel Qualification Matrix shall be limited to five pages.

The offeror shall represent the following:

- a. Each Key Person identified by name
- b. All Key Personnel meet the requirements of the Alliant Contract.
- c. All Key Personnel meet the requirements of the TO, including security clearance requirements.
- d. A Letter of Commitment, signed by each proposed Key Person, including a statement that the proposed Key Person named is employed and available to begin work on the Project Start Date.

L.9.3 PROJECT STAFFING PLAN TABLE (TAB N)

The offeror shall provide a Project Staffing Plan Table in accordance with the Project Staffing Plan Table Template (Section J, (Attachment AB)). The submission shall contain all individuals that will be working on this effort. All Key Personnel proposed shall be identified in the Project Staffing Plan Table and available to begin work immediately on the Project Start Date indicated in Section F.5 of this solicitation.

The offeror shall certify that all proposed instructional staff will meet the qualifications specified in Section H.3.1 of the TOR.

If the names of all non-Key Personnel are not known prior to offer submission, the offeror may indicate “to be determined” in the Project Staffing Plan Table. The names of non-Key Personnel are the only identifiers that may remain unspecified in the Project Staffing Plan Table. The names of all non-Key Personnel that can be provided shall be provided.

The offeror shall ensure there is consistency in Level of Effort between the Staffing Plans provided in Part II and the Cost Proposals provided in Part I, being cognizant of rounding issues.

L.9.4 TRANSITION-IN PLAN (TAB O)

The offeror shall provide a Transition-In Plan (no more than 15 pages). The offeror shall include in the Transition-In Plan an approach that provides for a seamless transition from the incumbent to the new contractor. The Plan shall identify the roles and responsibilities of the offeror including proposed schedule(s) and milestones to ensure no disruption of service. The Plan shall also identify and discuss the roles and responsibilities of the incumbent contractor and information expected from the incumbent. The offeror shall also identify any actions contemplated on the part of the Government.

L.9.5 SERVICE LEVEL AGREEMENTS (SLAs) AND PERFORMANCE METRICS (TAB P)

The offeror shall provide SLAs (Section J, (Attachment J, I)) as appropriate to its proposal. In addition, the offeror shall provide performance metrics for each of the proposed SLAs.

L.9.6 CORPORATE EXPERIENCE (TAB Q)

The offeror shall provide Corporate Experience for three projects performed within the last five years by the business unit that will perform this effort. At least one Corporate Experience reference is required for the prime; the remaining experience references can be augmented by team members. If an Alliant Joint Venture (JV), Corporate Experience shall be performed by the JV itself, or by the JV offeror’s Bidding Team Lead. These three projects must be similar in size **and** scope to the requirements identified in Section C. The offeror should ensure that all of the points of contact are aware that they will be contacted.

All three projects shall be contracts or orders for the performance of actual technical requirements. Master contract vehicles (e.g., Blanket Purchase Agreements, Indefinite Delivery/Indefinite Quantity contracts) do not satisfy the Corporate Experience requirement unless submitted together with a TO similar in size, scope, **and** complexity to this requirement and awarded and performed under the vehicle.

L.9.7 QUALITY CONTROL PLAN (QCP) (TAB R)

The offeror shall identify its approach to ensure quality control in meeting the requirements of the TO. The offeror shall describe its quality control methodology.

L.9.8 SECTION 508 COMPLIANCE STATEMENT (TAB S)

The offeror's written proposal shall include a statement indicating its capability to comply with Section 508 requirements throughout its performance of this TO in compliance with Section H.14. The offeror's proposal will be evaluated to determine whether it includes a statement indicating its capability to comply with Section 508 requirements throughout its performance of this TO. Any proposal that does not include a statement indicating the offeror's capability to comply with Section 508 requirements throughout its performance of this TO shall be eliminated from further consideration for award.

L.9.9 TECHNICAL ASSUMPTIONS (TAB T)

Offerors shall identify and address any assumptions affecting the technical proposal citing the component(s) of the proposal to which they pertain. All technical assumptions and Basis of Estimate assumptions shall be included in the technical volume. This shall include any non-Cost/Price information that serves as the basis of a Cost/Price assumption identified in the offeror's Cost/Price Proposal.

The Government reserves the right to reject any proposal that includes any assumption that adversely impacts the Government's requirements.

L.9.10 COMPLIANCE WITH ALL APPLICABLE LICENSE AGREEMENTS (TAB U)

The offeror's written proposal shall include a statement indicating its capability to comply with all applicable License Agreements throughout its performance of this TO in compliance with Section H.25. The offeror's proposal will be evaluated to determine whether it includes a statement indicating its capability to comply with all applicable License Agreements throughout its performance of this TO. Any proposal that does not include a statement indicating the offeror's capability to comply with all applicable License Agreements with in Section H.25 throughout its performance of this TO shall be eliminated from further consideration for award.

L.10 DELIVERY INSTRUCTIONS

Offerors shall deliver written proposals and receive acceptance from:

Brittney Chappell
GSC-QF0B -14-32878
GSA FAS AAS FEDSIM
1800 F Street, NW
Suite 3100 (QF0B)
Washington, D.C. 20405

Proposals not received by 11:00 a.m. Eastern Time (ET) on the date stated in the Cover Letter will not be considered.

SECTION L – INSTRUCTIONS, CONDITIONS, AND NOTICES TO OFFERORS

Note: Please bring all proposals outside the E Street entrance of the GSA building at 1800 F Street, NW, Washington, D.C. 20405. Upon arrival, outside the building, call Brittney Chappell, Contract Specialist, at (703) 801-0392. The Contract Specialist will meet the offeror outside the E Street entrance for proposal receipt. It is suggested that the offeror park on E Street in front of GSA. Delivery confirmation will be given prior to processing proposal submissions through security. Any proposal box is subject to security scanning after proposal receipt.

L.11 ORAL TECHNICAL PROPOSAL PRESENTATION (PART III)

Each offeror shall make an oral technical proposal presentation and participate in a question and answer (Q&A) session led by the CO and participated in by the Technical Evaluation Board (TEB) Members and other representatives of the Government. The offeror must be prepared to answer questions about the oral technical proposal presentation and the written technical proposal in the Q&A session. The oral technical proposal presentation and Q&A session will be held at the unclassified level. The oral technical proposal presentation will be used to assess the offeror's capability to satisfy the requirements set forth in the TOR. The offeror's oral technical proposal presentation shall contain the information in Section L.11.5.

The contents of all proposals will be delivered to FEDSIM at the same time. The oral technical proposal presentation, Part III, shall be separately bound from Parts I and II.

Oral technical proposal presentation slides presented that differ from slides delivered with the technical proposal will not be evaluated.

L.11.1 ORAL TECHNICAL PROPOSAL PRESENTATION CONSTRAINTS

The offeror shall identify the authors of the presentation by name and association with the offeror. Attendance at the presentation and the subsequent Q&A session shall be limited to the offeror's Key Personnel (all Key Personnel are highly encouraged to attend) and no more than three additional corporate representatives of the offeror. An offeror's "Key Personnel" includes only those persons who will be assigned to the TO as Key Personnel as described in Section H.2. The three additional people (e.g., CEOs, company presidents, or contract representatives) from the offeror may attend, but will not be allowed to participate in the presentation. Any of the three additional personnel may make a brief introduction which will not be evaluated, but will count towards the offeror's allotted time. For the remainder of the presentation, only Key Personnel shall present.

The offeror will be given 15 minutes for set up. After opening remarks by the Government, the offeror will be given up to 90 minutes to present. The presentation will be stopped precisely after 90 minutes.

Upon completion of the presentation, the Government may caucus to formulate any clarification questions regarding the technical proposal; however, proposal revisions are not expected and will not be allowed. Clarification questions, if any, may be posed by the CO or the TEB Chairman. The clarification session is expected to last about one hour, if necessary. The offeror may briefly caucus to coordinate responses to specific requests clarifications. The total presentation, caucus and clarification session are expected to last approximately three to four hours. The CO and the TEB Chairman will be responsible for ensuring the schedule is met and that all offerors are given the same opportunity to present and answer questions. Offerors shall provide five appropriately

bound hard copies of the presentation materials (including slides, transparencies). Only those slides actually discussed and presented will be considered in the technical evaluation.

L.11.2 ORAL TECHNICAL PROPOSAL PRESENTATION MEDIA

There is no limit to the number of slides that can be presented during the oral technical proposal presentation, but only those slides presented during the oral presentation will be considered for evaluation (oral technical proposal presentation slides shall be submitted in advance with the written submission). Any slides over and above those presented during the oral presentation will be returned to the offeror and will not be evaluated as part of this source selection. No other media may be used. Presentation media is limited to computer-based graphics of the offeror's choice or normal viewgraph slides displayed using an appropriate projector. Unobtrusive company logos or names can be inserted in any or all slides. Slides should be sequentially numbered in the lower right corner. Transition effects shall not be used. The slides shall not contain any fonts smaller than a proportionally spaced font (such as Times New Roman) of at least 12 point.

Except for the screen provided in the conference room, the Government will provide no equipment. The offeror shall be responsible for any equipment necessary for the presentation.

L.11.3 ORAL TECHNICAL PROPOSAL PRESENTATION SCHEDULING

The CO will provide the oral technical proposal presentation schedule to the authorized negotiator or the signatory of the SF 33. Time slots will be assigned randomly and may not be changed or traded. The Government reserves the right to reschedule any offeror's oral technical proposal presentation at its sole discretion.

Oral Technical Proposal Presentations will be given at facilities designated by the CO. The exact location, seating capacity, and any other relevant information will be provided when the presentations are scheduled.

L.11.4 RECORDING OF THE ORAL TECHNICAL PROPOSAL PRESENTATION

The offeror may **not** record or transmit any of the oral presentation process. All offeror's electronic devices shall be removed from the room while the Government is caucusing after the oral presentation.

L.11.5 ORAL TECHNICAL PROPOSAL PRESENTATION TOPICS

Within the Oral Technical Proposal Presentation, the Government does not expect the offeror to provide a restatement of the information already submitted in writing in Part II. Instead, the offeror shall address this information under the topics provided. The Oral Technical Proposal Presentation shall include the following topics, and be organized in the following order:

- a. Topic 1: Key Personnel and Project Staffing
- b. Topic 2 Technical Approach
- c. Topic 3: Management Approach
- d. Topic 4: Corporate Experience

METHODOLOGY. For this acquisition the term “methodology” is defined as the system of practices, techniques, procedures, and rules as required by this TO. This definition is based on the Project Management Institute’s Project Management Body of Knowledge. For the avoidance of doubt, the Government is seeking a coherent discussion of *how* the offeror proposes to meet its requirements, rather than a mere restatement of the requirements or a mere listing of *what* it proposes to do. The latter will not be deemed to constitute a methodology.

L.11.65.1 KEY PERSONNEL AND PROJECT STAFFING (TOPIC 1)

During the oral presentation, the offeror shall clearly describe its Key Personnel and Project Staffing approach in fulfilling the technical requirements identified in the TOR. The offeror’s proposed methodology should be relevant to this TOR. The offeror shall discuss its project staffing strategy specifically addressing the following:

- a. Project staffing approach/strategy
- b. Describe how each Key Person’s qualifications and experience qualify them for the Key Personnel positions described in Section H.
- c. Describe how each Key Person would be involved in each applicable task
- d. Rationale for the proposed labor mix
- e. Rationale for the proposed level-of-effort and how the proposed staffing approach will support the requirements of each task
- f. Describe how the proposed instructional staff will effectively and efficiently execute DCITA’s training requirements.

L.11.56.2 TECHNICAL APPROACH (TOPIC 2)

The offeror shall identify and clearly describe the methodology and analytical techniques to be used in fulfilling the technical requirements identified in the TO request. The offeror should tailor the technical approach to achieve the requirements as identified in Section C. The Technical Approach shall describe the following:

- a. The offeror’s knowledge of the current educational, operational and technical environment.
- b. The offeror’s technical approach for supporting the tasks in Section C of TOR.
- c. The offeror’s approach for ensuring all DCITA courseware and training will meet the desired training objective and comply with all TOR requirements (e.g. ISD, ADDIE, Section 508 Compliance, media, DCITA calendar)
- d. The offeror’s approach for developing and implementing the Program Information Center (PIC) to the DLSS.
- e. The offeror’s approach to recommending and providing new technology, enhancements, modernizations, certifications (educational/training), and solutions throughout the term of the TO.

L.11.56.3 MANAGEMENT APPROACH (TOPIC 3)

The offeror shall clearly identify and describe the Management Approach, techniques, and tools that the offeror shall use to accomplish the objectives and requirements identified in this TOR. The offeror shall tailor the management approach to achieve the requirements as identified in Section C, F and H. The Management Approach shall describe the following:

- a. The offeror's approach for providing program management support to include process management and control
- b. The offeror's management methodology for handling lines of authority and communication, organizational structure, and problem resolution. Discuss how contractor personnel will be held accountable for performance.
- c. The offeror's approach to risk management during the TO (to include transition) from both a technical and management perspective, and the planned actions to mitigate or eliminate risks.
- d. The offeror's approach for implementing a robust asset management process from inception to disposal.

L.11.56.4 CORPORATE EXPERIENCE (TOPIC 4)

The offeror shall discuss its Corporate Experience that reflects/identifies experience on projects that are similar in size, scope, and complexity to the requirements contained in Section C of the TOR. The offeror shall discuss the scope of work, the period during which the work occurred, the dollar value of the work performed, the client and project, the specific responsibilities of the offeror, major deliverables produced, performance measures/service levels applied, any awards that were received for superior performance (only include awards in past performance and if applicable, include any technical platforms, languages, operating systems, etc.) and any problems or issues that occurred and the corrective action taken. Corporate experience can be augmented with subcontractor experience. At least one corporate experience must come from the prime.

M.1 METHOD OF AWARD

The Government anticipates awarding a TO to the offeror whose proposal is the most advantageous to the Government, price and other factors considered. Technical proposals will be evaluated based on the factors described in Section M.6. All evaluation factors other than cost or price, when combined, are significantly more important than cost. Award may be made to other than the lowest priced, technically acceptable proposal.

This acquisition is being conducted under FAR 16.5. Principles and procedures of Subpart 15.3 do not apply. The Government may make award based on initial offers received, without discussion of such offers in accordance with FAR clause 52.215-1, or the Government may make award after clarifications of some aspects of the proposal or discussions relative to price only. Accordingly, the Government reserves the right to do any or all of the following:

- a. Award on initial proposals, without discussion.
- b. Ask clarifying questions during the question and answer period of the Oral Technical Proposal presentations. Clarification questions may include asking offerors to clarify statements made during oral technical presentations, if the contents of the oral technical presentations warrant clarification. Clarification questions may include asking offerors to clarify their written technical proposals. As a result, the Government may have communications with some, but not all, offerors; however, these communications will be clarifications and not discussions. In these situations, the Government will consider the offeror's clarifying response(s) without allowing proposal revisions.
- c. After an offeror has been selected for award based upon a best value determination, the Government may negotiate a final reduced price. The negotiations will include reductions in profit/fee with the offeror selected for award in order to achieve the absolute best value for the Government.
- d. Have communications, ask clarifying questions, request corrections relative to minor errors in the cost proposal, or request cost/price substantiating documentation to facilitate the Government's final evaluation of cost proposals with one or some offerors. These communications, clarifications, or requests for corrections or substantiating documentation will not materially change the offeror's proposal in terms of conformance to TOR requirements, constitute discussions such as the removal of an unacceptable assumption, or materially change pricing.

Proposals shall set forth full, accurate, and complete information as required by this solicitation package (including Attachments). The penalty for making false statements in proposals is prescribed in 18 U.S.C. 1001.

M.2 COST/PRICE PROPOSAL EVALUATION

The offeror's written cost proposal (Section L.8, Part I, Tabs A through K) will be evaluated to determine cost realism/ price reasonableness only if the offeror receives an overall technical rating of ACCEPTABLE or higher.

Costs that are excessively high or low (without sufficient justification) may be considered unrealistic and unreasonable and may receive no further consideration. Any proposal that is not

SECTION M – EVALUATION FACTORS FOR AWARD

within the total estimated CPAF cited in Section L.5 shall include an explanation that specifically draws the Government's attention to any unique technical aspects of the proposal the offeror would like the Government to consider as the justification for the deviation from the range.

For evaluation purposes only, the total evaluated price/cost is the sum of the total price/cost submitted for (a) the base period and; (b) all option periods, ~~and (c) the six-month extension authorized by FAR clause 52.217-8~~. For purposes of determining the evaluated price/cost for the six month 52.217-8 extension, the total price/cost is calculated as one-half of the total price/ cost of the final option year. Evaluation of options will not obligate the government to exercise the option(s).

~~The Alliant Prime contractor shall provide proof of an approved acceptable purchasing system, in accordance with DFARS 252.244-7001, at time of proposal submission. The Government will reject any proposal from the Alliant Prime contractor that does not have a Government-approved purchasing system at time of proposal submission due date.~~ If the Alliant Prime is a Joint Venture, the possession-proof of an approved purchasing system by one of the individual members of the Joint Venture team is acceptable, provided that the firm possessing the approved purchasing system is actually being proposed, at a minimum, to provide such purchasing services under this acquisition.

The Government will determine a Prime Contractor as non-responsible (and therefore ineligible for award) if the firm does not possess a Government-determined adequate cost accounting system, applicable to the offeror's most current organizational structure, for properly allocating costs applicable to this cost-type contract at time of proposal Part II submission due date.

M.3 ORGANIZATIONAL CONFLICT OF INTEREST

Tab F will be evaluated to assess whether or not an actual or potential OCI exists as defined by FAR Part 9.5. If an actual or potential conflict of interest is identified that cannot be feasibly mitigated, avoided, or resolved in accordance with FAR Part 9.5, that offeror may be ineligible for award.

M.4 COST ASSUMPTIONS

The Government reserves the right to reject any proposal that includes any cost assumptions that may adversely impact satisfying the Government's requirements.

M.5 OVERTIME AND EXTENDED BILLING HOUR PRACTICES

The Government reserves the right to reject any proposal that includes overtime or extended hours billing practices that adversely impact or affect the Government's requirements.

M. 6 TECHNICAL EVALUATION FACTORS

The Government will evaluate the following pass/fail elements. **A failure on any single Pass/Fail criteria will make the proposal ineligible for award, with no further evaluation of the technical and pricing proposal accomplished by the Government.**

Pass/Fail Elements:

The following will be evaluated on a Pass/Fail basis:

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- a. The Government will reject any proposal that does not provide a name for each Key Person proposed at the proposal submission due date. A proposal that states, “To Be Determined” (TBD) for a proposed Key Person, or omits a Key Person, will be rejected by the Government (Section L.9.1).
- b. The Government will reject any proposal that does not provide a Letter of Commitment, signed by each proposed Key Person at the proposal submission due date (Section L.9.1).
- c. The Government will reject any proposal that does not provide a Section 508 Compliance Statement (Section L.9.1).
- d. The Government will reject any proposal that does not provide confirmation that all applicable License Agreements will comply with the requirements of Section H.25. (Section L.9.1).

The Government will evaluate technical proposals (Section L.9.4, Part II and Section L.11 Part III) based on the following factors:

- Factor 1: Key Personnel and Project Staffing as shown in the written Project Staffing Plan Table/Key Personnel qualifications (Section L.9.2 and L.9.3) as well as the information in the Staffing Plan/Key Personnel qualifications oral technical proposal presentation topics (Section L.11.56.1).
- Factor 2: Technical Approach to include the written SLAs and Performance Metrics (Section L.9.5), Quality Control Plan (QCP) (Section L.9.7), as well as the information presented under the technical approach topic (Section L.11.56.2) as part of the oral technical presentation.
- Factor 3: Management Approach presented in the Management Approach topic as part of the oral technical proposal presentation (Section L.11.56.3) as well as the Draft Transition-In Plan submitted in the Written Technical Proposal (L.9.4)
- Factor 4: Corporate Experience presented in the Oral Technical Proposal Presentation (Section L.11.56.4) as well as the information submitted in the Written Technical Proposal (Section L.9.6)

The technical proposal evaluation factors are listed in descending order of importance. All four technical factors, when combined, are significantly more important than cost. The Government will combine the results of the written and oral submissions, including the Q&A responses, to arrive at a rating for the technical evaluation factors as a whole. The receipt of an evaluation rating of NOT ACCEPTABLE in any single Factor may result in the overall proposal being determined NOT ACCEPTABLE and therefore ineligible for award.

M.6.1 FACTOR 1: KEY PERSONNEL AND PROJECT STAFFING

The Key Personnel and Project Staffing Approach will be evaluated to assess the degree to which it complies with the requirements outlined in Section L 11.56.1. The Project Staffing Plan (L.9.3) will be evaluated to assess the estimated hours, labor mix, experience, skill, and qualifications of the personnel proposed. The Key Personnel Matrix (L.9.2) will be evaluated to assess the appropriateness and completeness of the experience, skill and qualifications of the proposed Key Personnel in accordance with Section (H.2). Key Personnel will also be evaluated to assess the currency and applicability of experience as it relates to Section (H.2).

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M.6.2 FACTOR 2: TECHNICAL APPROACH

The Government will evaluate the technical approach factor based on the clarity and completeness of the approach and the degree to which the proposal meets the requirements of the TOR Section (L.11.56.2).

The offeror's SLAs and performance metrics will be evaluated based on the degree to which they completely and comprehensively quantify each measure, track, and report operational performance relating to systems and management performance, as well as the degree to which they achieve the agency's objectives/requirements. The SLAs and performance metrics will also be evaluated to assess the degree to which they comply with Section (L.9.5) and reflect:

- a. A level of service with respect to each performance area.
- b. A link of incentives and measures to the requirements of the TO.

The QCP will be evaluated to assess the completeness, relevancy and efficiency as it relates to the PWS as identified in Section (L.9.7) and reflects the offeror's plan to monitor and perform quality control during the entire TO period.

M.6.3 FACTOR 3: MANAGEMENT APPROACH

The Management Approach will be evaluated to assess the degree to which it reflects an effective, efficient, feasible, and practical level of understanding of the operating environment in accomplishing the tasks and deliverables of this TO from a management perspective, in particular those areas described in Section (L.11.56.3), with minimal risk and innovative and cost effective ideas. The Government will also evaluate the project management strategy including the Transition-In Plan (L.9.4), and the offeror's ability to manage resources. The following are not sub-factors and will not be separately evaluated. The offeror's Management Approach will be evaluated based on the degree to which it demonstrates:

- a. A comprehensive management approach that encompasses all tasks areas
- b. A sound approach to identifying and applying resources to accomplish the requirements in an appropriate and efficient manner.
- c. Clear lines of communication between the offeror's team and the Government, for timely problem identification, mitigation, and resolution.

M.6.4 FACTOR 4: CORPORATE EXPERIENCE

The Corporate Experience factor will be evaluated based on the degree to which the offeror's:

- a. Corporate experience reflects/identifies experience on projects that are similar in size, scope, and complexity to the requirements contained in Section C of the TOR.
- b. Corporate experience reflects experience within the past five years and the offeror's roles and responsibilities are similar in size, scope and complexity to the requirements contained in Section C of the TOR.
- c. Corporate experience reflects the offeror's approach to client support to include quality control, risk management, and maintaining effective lines of communication.

M.7 TECHNICAL ASSUMPTIONS

All technical assumptions will be reviewed in the context of the technical factor to which they apply. The Government reserves the right to reject any proposal that includes any technical assumption that may adversely impact satisfying the Government's requirements.